

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Costello and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: November 6, 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:
  - Held weekly meeting with Assistant City Manager and City Attorney.
  - Held weekly staff meetings with Directors.
  - Held weekly/bi-weekly meetings with HR Director, Fire Chief, Finance Director, and Economic Development Director.
  - Discussed with Fire Chief and Human Resources Directors IAFF Issues.
- Attended:
  - Daytona Beach Rotary Club meeting.
  - Non-Ad Valorem Taxes Reporting Meeting presented by County tax property appraiser in DeLand.
  - Met with Tracey Reihm, Chief Financial Officer at EVAC.
  - Shade meeting and City Commission meeting.
  - Staff and I met with Becky and Tim Weedo regarding Heritage Forest Storm Water problems.
  - Met with representative from Tetra Tech, Chuck Drake.
  - Met with Clay Ervin, Ric Goss, Joe Mannarino and Ted MacLeod to discuss Ormond Crossing issues.
  - Walked the Granada Bridge with constituents while sharing ideas, comments and suggestions

### **City Clerks Office**

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

- Meetings (Includes attending meetings, preparing packets, distributing material, setting up/clean up meeting rooms and recording meetings):
  - City Commission Regular Meeting
  - Quality of Life Advisory Board

### **Community Development**

- Planning
  - Much of the week has been spent on preparing the draft Comprehensive Plan based upon the EAR amendments for distribution to the Planning Board for the formal public hearing in November. Staff continues to target December for the CC transmittal public hearing to DCA.
  - The interview process for the top three firms (Wilbur Smith, Shaw Environmental, and Carbon Solutions) related to the Energy Efficiency and Conservation Strategy Block Grant (EECBG) occurred on Monday. Wilbur Smith was chosen by the interview

- committee based upon the highest score. It is hoped that staff will have a bid award on the CC agenda in early December.
- As of this reporting date, the Department has received only twenty applications for the vacant Senior Planner position. The minimum requirements for this position is a Master's Degree (preferably in Planning) + 3 years experience or a Bachelor's Degree + five years experience; be AICP certified; and have experience in green development or energy related policy analysis to assist the Department as we move towards a new field of endeavor which few in-house have expertise. It is interesting to note that we expected many more responses. The lack of responses indicate many potential applicants with time in grade are not risking a move and are staying put while the majority of those who applied lost their jobs because of cut-backs either in the public or private sector. It is hoped that interviews can take place in the next two weeks.
  - Building Inspections, Permitting & Licensing
    - 48 permits issued with a valuation of \$1,274,032.00
    - 215 inspections performed.
    - 6 business tax receipts issued.
  - Development Services
    - Development Orders were issued for the Madison Glen (Senior Housing apartment complex on Sterthaus) and Wal-Mart.
    - The water flow test by the Fire Department on the dry hydrant at Oasis Christ Fellowship Church passed with no mud flow. The Fellowship Hall can now be used but there are still conditions which will need to be addressed over time before the CO is released without conditions:
      1. Complete housekeeping items with dry hydrant.
        - ✓ Pour Concrete pad at base of hydrant assembly.
        - ✓ Paint assembly red.
        - ✓ Install two concrete filled bollards to protect hydrant.
        - ✓ Permanently attach fittings to hydrant.
        - ✓ Attach screw on cap to hydrant.
      2. Complete stormwater pond.
        - ✓ Construct concrete weir.
        - ✓ Finish bleed down orifice device.
        - ✓ Build wood skimmer.
        - ✓ conveyance pipe from parking lot to pond needs to be repaired / cleaned, outlet to pond needs to be completed.
      3. Potable water service to new building must be reconnected
      4. Disturbed areas not in wetlands need to be stabilized.
      5. All construction debris needs to be removed from the site.
      6. Site landscaping needs to be completed.
      7. Non-Permitted wetland impacts must be addressed, a mitigation plan should be submitted and restorative efforts need to be taken to restore wetland to pre-development state. (Area north of wet detention pond)
      8. Temporary wetland impacts must be restored in manner previously approved by City and Water management District.
      9. Conservation easement over wetland needs to be recorded.
      10. Engineer must Certify Completion of project to be within substantial conformance of plans approved by the City of Ormond Beach and the St. Johns River Water Management District.
      11. Pond needs to be maintained.
        - ✓ Nuisance plants need to be removed on a regular basis.
        - ✓ Access to pond from Old Tomoka Road needs to be established/completed.

12. All improvements need to be as-built.

### **Economic Development**

- **Ormond Crossings**
  - Tomoka Holdings is expected to engage their consulting traffic engineers to provide additional analysis and 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 and County Council in December.
  - 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 program will be similar to the national 3/50 local buying promotional program.
  - Staff is discussing the feasibility of starting up a small business loan pool with the Chamber and local banks.
  
- **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**
  - The Halifax Area Business Development Partnership and 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 delayed action on these resolutions until the cities have had more time to review the documents.
- Airport Operation and Development
  - Staff continues working on Riverbend Golf Course lease matters that resulted from discussions with the FAA officials.
  - The tenth and final meeting of the Aircraft Noise Abatement Task Force was held on November 5<sup>th</sup> at 6:00 PM at the Senior Center. Staff prepared and reviewed documentation for this meeting. Documentation presented included the final draft of the report and recommendations of the task force to the City Commission.
  - 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 this week 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.
  - An aviation lease proposal for parcel 2 of the southeast quadrant of the airport was approved during the November 3rd meeting of the City Commission. This lease will generate rent payments to the airport fund of \$7840.80 per year.
  - Staff conducted a review of all active and pending grants from FAA and FDOT. Documentation requested by FDOT and related to FM# 418463-1-94-01; Contract #AP714 (W/S Utilities, Access Road, and Site Cleanup) remains outstanding.
  - 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.
  - 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 - Weekly
  - Processed 42 Journal Entry Batches (# 5500 – 5504 & 297 – 387).
  - Approved 22 Purchase Requisitions totaling \$153,607.94.
  - Issued 21 Purchase Orders totaling \$300,630.06.
  - October 30, 2009, Addendum 1 for RFP 2010-01, Performing Arts Center Marquee Design & Install was posted onto DemandStar.
  - November 2, 2009, the second evaluation/interview committee meeting was held for RFP 2009-20, Energy Efficiency & Conservation Strategy Block Grant.
  - November 4, 2009, Addendum 2 for RFP 2010-01, Performing Arts Center Marquee Design & Install was posted onto DemandStar.
  - November 4, 2009, BID No. 2009-22, SR40 Multi-use Trail (Phase 1) Tymber Creek to Breakaway Trails, was posted onto DemandStar and a legal ad will also be run this Friday, November 6, 2009 in the News Journal.
  - November 4, 2009, Bid No. 2010-02, Ormond Beach Municipal Airport Southwest Quad Perimeter Fence, had the bid opening at 2:30 PM.
  - Prepared 181 Accounts Payable checks totaling \$452,487.42 and 23 Accounts Payable EFT payments totaling \$200,035.80.
  - Processed 4,425 cash receipts totaling \$640,860.38.
  - Processed 569 utility bill payments through ACH totaling \$26,852.47.
  - Processed and issued 3,995 utility bills with billed consumption of water of 15,802K.
  - Issued 655 past due notices on utility accounts.
  
- Completed Projects - Monthly
  - Total billed consumption of water for October 2009 was 120,980K.
  - Completed 398 Initial Reads for October 2009.
  - Completed 138 Re-Reads for October 2009.
  - Completed 276 Final Reads for October 2009.
  - Completed 252 Delinquent Notices for October 2009.
  - Completed 235 Restore of Services for October 2009.
  
- Public Information
  - Press Releases
    - Walking with the Manager
    - Meeting with the Manager
    - Media Contacts
  
  - Grants
    - Grant files maintenance, monthly/quarterly reporting, grant reimbursements.
    - Attended Volusia County LMS meeting to approve initiatives for the LMS listing and to rank projects for the Hazard Mitigation Grant Program (HMGP).
    - Attended interviews of consultants for the Energy Efficiency and Conservation Block Grant (EECBG) program for the preparation of the City's Energy Efficiency Conservation Strategy (EECS).
    - Attended HMGP Application Workshop held by the Florida Department of Emergency Management.

## **Fire Department**

- **Operations**

- Continued the Flu Shot Program at Station 91. Administered 172 vaccines this week with an overall total of 1775.
- Fall fire hydrant maintenance program continued, to include painting, flowing and inspecting condition of 134 hydrants.
- Conducted "Quality Assurance" on state incident reporting.
- Continued updating and converting business preplan data for implementation of new preplan software.

- **Weekly Statistics**

3	Fires
1	Fire Alarms
3	Hazardous
59	EMS
5	Motor Vehicle Accidents
23	Public Assists
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<b>94</b>	<b>TOTAL CALLS</b>

- **Training Hours**

26	BLS/CPR Recertification
2	Aerial Operations
10	Hose Evolutions
9	Tactics
12	Technical Rescue
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<b>59</b>	<b>TOTAL STAFF HOURS</b>

- **Activities**

- Updated 62 pre-fire plans
- Conducted 4 fire inspections with 3 safety violations discovered
- Conducted Osha Hose Pressure Testing – 6 staff hours
- Provided City Manager hands-on field training at Station 92
- Weekly Fire Explorers meeting held at Station 92

- **Significant Incidents**

- On Saturday October 31<sup>st</sup> at 8:26 AM Engine 91, Rescue Engine 93 and Battalion 90 responded as automatic aid to a house fire in Volusia County District 14. The structure was located at 5 Alamanda Dr. A visible column of smoke could be seen at E. Granada and S. Atlantic Ave. Upon arrival Engine 91 noticed flames through the front window; the fire had ventilated the roof in the rear of the structure.

At 8:34 AM E91 established command.

At 8:35 AM Volusia County Engine 14 responded with 2 personnel and established a supply line.

E91 entered the structure with a hose line and thermal imager camera, and located the fire in the bedroom. E91 requested ventilation several times but was delayed due to manpower on scene.

At 8:37 AM RE93 arrived on scene and ventilation was completed.

At 8:38 AM water was on the fire.

At 8:41 AM Battalion 90 assumed command upon arrival.

At 8:52 AM fire was under control.

At 10:04 AM command was transferred to Volusia County Battalion 10.

At 11:23 AM our units were cleared and back in service.

The fire was contained to the bedroom and there was water and smoke damage throughout the residence. All residents exited the structure safely. FP&L was contacted to expedite arrival due to live arching wire in the rear of the structure. State Fire Marshal was called to investigate cause of fire.

## **Human Resources**

- **Staffing Update**
  - Job Requisitions
    - Senior Planner
    - OA II (Neighborhood Imp)
    - Police Officer
    - Recreation Leader PT (Sports)
    - Engineering Inspector
    - Trt. Plant Operator ~ WW
  - Approved/Active Recruitment
    - Senior Planner – Internally, Website, Florida Planning Assc. website
    - Operator, WWT – Internally, Website, ?
  - Screening/Interviews Scheduled
    - PT Rec Leader Sports (selection made, waiting for memo to hire)
    - Engineering Inspector (selection made, waiting for memo to hire)
    - Typing tests scheduled for (8) applicants ~OA II (58 app's rec'd)
  - Background/Reference Checks
    - Robert Daniels, Sr. –PT Rec Leader Sports
  - Job Offers
    - Rhett Summerlot, Police Officer starts 11-09-09
  - Terminations/Resignations
    - Keith Smithingell (WW) effective 11-11-09
    - Bill Netterville (Sgt. Police) effective 12-18-09
  - Promotions
    - Police Sergeant Annual Promotional Selection Process scheduled
  - Demotions
  - Transfers
- **Leave Status & Restrictions Update**
  - WC - Fire Fighter, from 10-05-09 to 11-30-09 with light duty restrictions
  - WC - Fire Fighter, Full duty 11/3/09.
  - 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. It is unknown at this time for how long.
  - WC - Police Officer – modified duty 10-28 anticipated rtw at next doctor appt. 11-10.
  - WC - Police Officer – modified duty 11-3 anticipated rtw at next doctor appt 11-10.
  - FMLA - Fire Fighter – request for paperwork made 11-4-09
- **Union Issues**
  - PBA wage reopener –meeting rescheduled to 11-4-09
  - IAFF negotiations - meeting scheduled for 11-06-09
  - GEA – no news on potential ULP charge
- **Policies 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 deal with employment issues resulting from H1N1 outbreak.)
- Update/clarify Certification Pay policies
- Update No Smoking policy – ban to expand to City vehicles
- Evaluating need for a Fitness for Duty policy.
- Disciplinary Issues & Status
  - Written warning issued to FF – Grievance received – processing Step I
  - Written warning issued to FF – Grievance received – processing Step I
  - Documented Verbal Warning issued to FF
  - Written warning issued to PO
- Risk Management
  - Motor vehicle accident involving PD cruiser; likely total loss – awaiting Fleet Operations report. Will subrogate damage.
  - Attended the Workers’ Compensation deposition of former PD employee. Petition for additional benefits; requesting supporting documents.
  - Met with Ormond Medical Arts regarding several concerns involving treatment of injured workers.
  - MVA: City vehicle scraped by another city vehicle backing out of a parking space (\$806.80).
  - Medical only injury: employee was scraped and bruised after slipping in mud and colliding with a concrete wall.
  - Medical only injury: employee received a muscle strain while involved in physical training.

### Information Technology (IT)

- Work Plan Projects
  - Hardened Data Center
    - HVAC - Contractor has begun work
    - Electrical – Contractor has begun work
    - Concrete PAD for HVAC and Transformers framed, poured, and finished by Public Works
  - Server Virtualization – Benchmarking prototype server base image
  - Document Imaging – City Clerk project – Project moved to FY 09-10 implementation
- iSeries system (HTE Sungard Naviline) - None
- Windows Servers: - None
- Networking System: - None
- Work Orders: - 51 New work - 50 completed - 56 in progress
- Virus Protection – Email
  - E-mail spam and virus prevention via MX-Logic service.
    - For the week:

Total inbound E-Mails	51,633	Net Inbound E-Mails	37,542
Inbound Bad E-Mail	13,137	Percentage bad mail	27.3%
Virus Messages Blocked	784	← Very High Amount	

Notable Events: The Public Works concrete team did an awesome job framing, pouring, and finishing the concrete pad for the Hardened Data Center HVAC and power transformers and switching gear. \$\$ saved!

### Geographical Information Systems (GIS)

- Addressing Additions: 0 Changes: 38 Corrections: 1
- Map/Information Requests: 9
- Information Requests from External Organizations: 0
- CIP Related Projects (pavement management, project tracking map): 0
- Notable Events: Completed final revisions to EAR map series. Corrected all errors in GeoManager service which exports active utility account shapefiles each night.

### **Leisure Services**

- Administrative Services
  - Administrative Services highlights
    - Public Works Staff meeting
    - City Manager's Staff meeting
    - City Commission meeting
    - Supervisory Staff meeting
    - Facilities Maintenance Supervisor meeting
    - Rockefeller Garden Pond Issues
    - Adult recreational soccer program
    - Beach volleyball court issue
    - Farmers market issue
    - Quality of Life Advisory Board meeting
    - First Friday Movie on the Halifax
    - Veteran's Day Dinner
    - Senior Games
- Athletics
  - Luis Camacho continues to run Adult Men's Soccer Leagues, 11 vs. 11 and 6-a-side. These are held on Sunday afternoons and Monday evenings.
  - The City Coed Adult Softball League continued their second half games, which have been divided into an "A" and "B" division.
  - The City Men's Softball Fall League continued games this week at the Dale Buttleman Softball Quad.
  - The City Youth Flag Football Program continued games this week, Monday through Friday. Four to five games are held nightly.
  - The Ormond Beach Youth Baseball/Softball Association concluded their Fall Game Season this week at the Nova Fields and Softball Quad. This includes the Boy's Baseball, as well as the Girl's Softball.
  - The Ormond Beach Soccer Club once again played its recreational games this Saturday and also continued competitive games.
  - The City Youth Volleyball Program is continuing at the Nova Gymnasium. Training/games are held every Tuesday and Thursday evening from 6:30 to 8 p.m. Currently, 46 participants (all girls) are signed up. The final night is November 5<sup>th</sup>.
  - Seabreeze Girl's and Boy's Soccer continued their pre-season practices this week on Soccer Fields 6 and 8 at the Sports Complex.
  - Games are scheduled to begin the first week in November.
  - Pop Warner Football hosted two playoff games Sunday at the Sports Complex, Field 7.
  - Upcoming Fall Activities: Lady Renegades Tournament November 7<sup>th</sup> and 8<sup>th</sup>.
- 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
  - Fertilized soccer fields 5 – 7 on worn areas
  - Fixed soccer goals and nets, replaced sandbags
  - Painted football field
  - Troubleshoot irrigation on softball field 4
  - 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
  - Sprayed five Nova baseball fields with herbicide for weeds
  - Picked-up and dropped off equipment to Fleet on daily basis
  - Made fuel runs for equipment
  - Replaced home plate and bases on baseball field 4
  - 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.
  - The Senior Center will host the Veterans Day Celebration Dinner on Sunday, November 8<sup>th</sup>.
  
- Performing Arts Center
  - The PAC hosted the American Medical Systems group seminar this week. Atlantic Urology was the hosting presenter.
  - Staff spent the week preparing for the Jonathan Brady Concert. This has become an annual event with over 300 electric organ aficionados attending each November. Jonathan Brady is a widely popular organ/piano instructor that has received numerous awards and accolades for his innovative style.
  - The Kopy Kats Club spent Tuesday and Thursday on stage this week preparing for their November show. The Kopy Kats are one of the PAC's internal show groups with proceeds from their shows going directly to benefit the PAC.
  - The Ormond Beach Theatre Workshop spent Friday on stage this week. Theatre Workshop has been recently revamped and will now feature Broadway style performances. This year the Workshop will present the enormously popular Irving Berlin play, "Annie Get Your Gun!"

- 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 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
  - Senior Games: attended all Senior Games events, set up and strike Senior Games equipment used in games where and when necessary, processed information calls about games and event locations, attended Celebration of Athletes Dinner, cleaned and stored all Senior Games equipment.
  - Veterans Day: held Veterans Day Committee meeting, caterer secured, catering menu reviewed and ordered, entertainment contacts set, ticket sales complete for dinner (sold out with 110 attending), program edited and sent to print, eight sponsors secured for dinner, 14 centerpieces made, ordered linens and tables for event, hung banners and decorations in the ballroom at the Senior Center for event.
  - Holiday Parade: Parade Committee meeting held, tracking sponsorship received, tracking parade applications received.
- Gymnastics
  - Team girls are getting ready for their next meet.
  - All classes are running smoothly, and students are working hard on perfecting their skills.
- 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 seventh 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.
  - FitGyms conducted their personal training, tennis lessons and Fit Moms throughout the week.
  - Athletics met for girl’s basketball try-outs on Monday and Wednesday 6:00-9:00 p.m. at Nova.
  - Challenger Basketball met at Nova for their first practice on Tuesday. The participants began with drills and finished the practice with a full court game. A cool down followed the practice game.
  - Athletics met for Volleyball on Tuesday and Thursday from 6:30-8:00 p.m.
  - Cash reports were completed and submitted each day for rentals and open play passes that were purchased.

- Open play took place during the week for those who participated in basketball, the game room and the exercise room.
- The Casements
  - Yoga classes continue on Tuesday and Thursday at Bailey Riverbridge.
  - Tai Chi continues on Wednesday at The Senior Center.
  - The Ormond Beach Garden Club met for their monthly general meeting on Wednesday from 9:00 a.m. to noon at Bailey Riverbridge.
  - 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 Coordinator attended the monthly Ormond Memorial Art Museum Board meeting on Tuesday evening at 5:00 p.m.
  - 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.
  - The Casements presented the third free outdoor movie to the community on Friday in conjunction with First Fridays on East Granada. The film feature was Grease with the festivities beginning at 6:30 p.m. with a local Doo Wop Group “Knights to Remember” as the opening act.
  - Planning continues for The 21<sup>st</sup> Annual Native American Festival scheduled for January 22-24.
  - Planning continues for the free outdoor Veterans Day concert on Thursday, November 12<sup>th</sup> at 7:00 p.m.
  - 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
  - Replaced bad ceiling tiles in green room and blue room at PAC
  - Repaired emergency exit door at Nova Recreation
  - Removed damaged park bench at Central Park III
  - Cleaned up trash and debris around Joyce Ebbetts Pier
  - Replaced vandalized men’s room sink at Cassen Park
  - Repaired ladies room sink at Central Park II
  - Removed graffiti from picnic tables at Central Park II
  - Trimmed low hanging limbs around walkway at Central Park II
  - Repaired Lane 2 cable for gun range at Police Station
  - Repaired runway light at Ormond Municipal Airport
  - Trimmed low hanging limbs around exercise stations at Central Park III
  - Repaired decorative street light on Lincoln Avenue
  - Repaired men’s room sink at Fortunato Park
  - Replaced washing machine at Fire Station #94
  - Replaced Armed Forces flag at City Hall
- Parks and Irrigation
  - Flag and locate rotor heads at Milton Pepper Park for concrete pour of benches
  - Install new rotor head into zone line at Cassen Park
  - Repair backflow device at Oswald Berry Park and replace two rotors and one spray head
  - Run zones on Streetscape medians, replace damaged spray heads, install new timer batteries
  - Remove old zone valve at airport entrance, install new zone valve and adjust rotors.
  - Replace several broken spray heads at Central Park II and Central Park III, install new valve box

- Do complete system evaluation at County Bus Depot
- Install new zone line and rotor head at Milton Pepper Park
- Run zones at Police Department rear parking lot, replace 12 spray heads and nozzles plus one rotor, adjust heads, reset timer
- Replace two 12" spray heads at Airport Road sign

### **Police Department**

#### • Administrative Services

- Attended Department Directors' meeting with City Manager.
- Several meetings/phone calls with citizens regarding police issues.
- Prepared/reviewed applications for several supervisors to FDLE Leadership Seminar. This is a ten week class which will be provided for the first time at Daytona State College. The class is being funded by Trust Funds which will allow our personnel to attend tuition free!

#### • Community Outreach

Ormond Beach Police Athletic League Science on Patrol Program at Ormond Beach Elementary School is going well. The program is held on Tuesdays and Thursdays after school for 4<sup>th</sup> and 5<sup>th</sup> grade youth currently scoring below standards in math or science. Youth in the program work with a science instructor, the OBPD Crime Scene Investigator and members of the PAL program. Currently 18 students are enrolled in the program.

Twenty Five youth are participating in the Tutors R Us program at the South Ormond Neighborhood Center. Youth in the program work with Volusia County School professionals to improve their skill in reading, language arts, math and science. The program success rate is monitored through interim and final report card statistics.

Nine members of the Youth Directors Program have qualified to participate in the State of Florida Youth Directors Program Leadership Conference to be held January 2010. The conference will be held at Walt Disney's Coronado Springs Resort. To qualify youth in the program completed 3 regional community service projects, 6 local community service projects, attended a State PAL leadership training workshop and attended 6 organizational meetings. We are very proud of the youth for their dedication to and determination to make a difference in their community.

#### • Community Services & Animal Control

- 64 Animal calls (responded to)
- 10 Animal Reports
- 2 Animal Bites
- 4 Animals to FHS
- 1 Solicitor Permit

#### • Criminal Investigations

- Cases Assigned: 26
- Cases Cleared by Arrest/Complaint Affidavit: 5
- Cases Exceptionally Cleared: 14
- Inactive: 10
- Fraud: 4
- Burglary Business: 2
- Burglary Residential: 6
- Larceny Car break: 5
- Grand Theft: 2

- Auto Theft: 2
- Offense Against Family/DCF Reports: 2
- Robbery: 1
- Death: 1
- Threat PX Calls: 1
  
- Narcotics:
  - Eight Buy-Walks
  - Two search warrants
  - Two felony warrants served

Comments:

- Three juvenile suspects have been identified on the recent rash of car burglaries on the west side of the city. Several arrests are pending.
- Investigators are working on two residential burglaries that occurred on Nottingham Dr. where large amounts of property were taken. Several latent prints were developed from the crime scenes and the prints have been submitted to AVIS. As of this time no suspects have been developed and none of the stolen property has surfaced.
  
- Records:
  - Walk-Ins / Windows 185
  - Arrests / NTA'S 24
  - Citations Issued 175
  - Citations Entered 495
  - Reports Entered 89
  - Reports Generated 224
  - Mail / Faxes / Records requests 84
  - Phone Calls 284
  
- Operations
  - 10/29/09 – Burglary Carbreak – Overbrook Court – owner observed individual in his vehicle in driveway; nothing taken.
  - 10/30/09 – Grand Theft – Sunshine Blvd. – suspect stole approximately \$6500 worth of steel from business during night; suspect attempted to sale the metal at a scrape yard and was taken into custody; pick up truck and trailer used in the crime was confiscated.
  - 10/30/09 – Fraud – W. Granada Blvd. – two suspects attempted to cash a stolen check at local bank; investigation revealed they had over \$1,886 in cash and 25 other checks from different locations; their GPS has 40 banks identified with several in Ormond Beach; investigation to continue.
  - 10/31/09 – Crash with Injury – Leeway Trail – vehicle found in ditch; airbags deployed and blood found within vehicle; no occupants located; investigation continuing.
  - 10/31/09 – Burglary Residence – Pine Valley Circle – time frame within the past month; tools and liquor taken.
  - 11/01/09 – Burglary Motel Room – S. Atlantic Avenue – motel room entered; cash and credit cards taken.
  - 11/01/09 – Burglary Carbreak – Deerlake Circle – fishing gear taken from locked van (window left open).
  - 11/01/09 – Auto Theft – S. Nova Road – customized Toyota stolen from parking lot while owner was working.
  - 11/02/09 – Hit & Run – Beachside – two separate hit and run crashes; both resulted in arrests for DUI.
  - 11/03/09 – Burglary Residence – Mound Avenue – entry via rear window; TV and firearm taken.

- Traffic Unit

- 09-11-00020: Crash / DUI / Hit & Run With Injury 500 Block SR A1A: Motorist was southbound in the northbound lane and struck another vehicle. Suspect vehicle then fled the scene, but was caught by officers and stopped at Olive Garden. He was arrested for DUI and leaving the scene of a crash. BAC was .061, with additional controlled substances suspected. Urinalysis conducted. Awaiting results.

- 09-11-00045: Crash / Hit & Run SR 40 & Clyde Morris Blvd.: Motorist rear-ended another vehicle at the light, and then fled the scene southbound on Clyde Morris. Suspect located by the Traffic Unit at her home later in the afternoon. Charged with leaving the scene of a crash and careless driving.

- Motor Units deployed the Stealth Stat system at the 400 BLK of Harbor Lights Drive in reference to a speed complaint. 24-hour survey in progress.

- Motor Units conducted an escort for OB Senior Games bicycle run on 11/01/09.

- 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.

- 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.

- Traffic Citations 109

- 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.: 82

- Self-Initiated Enforcement Locations:

US 1 / SR 40

2000 BLK SR 40

N. Ridgewood Avenue

Wilmette Avenue

US 1 / Hand Avenue

S. Old Kings Road

Clyde Morris Blvd.

John Anderson Drive

Riverside 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: 6 Cases initiated

- Zone 3: 2 Cases initiated

- Zone 4: 2 Cases initiated

- (In order to meet the reporting deadline, the numbers of cases initiated have been tabulated from Thursday the week before through Wednesday the week the information is to be reported. These numbers do not reflect NID's entire case load.)
- 13 tree removal permit requests
- Administrative staff assisted with forty-five (45) telephonic requests.

## **Public Works**

### **Engineering**

- Construction Projects:
  - Hardened Data Center- Met with Contractor for electrical layout. Investigate feed from Generator
  - Division Avenue Roadway Construction & Watermain Extension- Construction has been substantially completed.
  - 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- Two forcemain and two watermain sections were relocated.
  - I-95 & SR40 Bridge Landscaping – The contractor installed the erosion control fabric, under-plantings and mulch along the northwest bridge slope. The contractor plans to have all four (4) bridge slope completed for final inspection on 11/6.
  - US1 Forcemain Extension Phase II - Continued to investigate watermain to see if repairs are feasible. Forcemain extension directional drilling from Nova Rd to Airport Road is complete.
  - Ann-Rustin Underdrain - Construction is approximately 95% complete. Restoration is in progress.
  - Avenue La Vista Stormdrain Repair - Construction is substantially complete.
  - Arroyo Replacement Fountain – The contractor called to reschedule the fountain installation because all the components hadn't arrived as planned. We are awaiting a proposed installation date from the contractor.
- Design Projects:
  - Beach Ramp Beautification Grant – Finalizing both designs to complete the application.
  - Rima Ridge Wells 54, 55 & 56- Design Plans are complete. 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- Land survey is being completed.
  - Airport Rd Forcemain Extension- Design is approximately 75% 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 11/3.
  - 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 - Responded to additional questions and comments on plans. New bid docs and plans were prepared.
  - SR40 Sdwk/Trail Phase II- Site visit and design compiled bid docs.
  - Tomoka State Park – Contacted Tallahassee and forward additional survey.
  - Halifax Drive Resurfacing – Completed bid package.
  - OBSC Boundless Playground – Staff is reviewing two proposed concepts from the selected equipment manufacture.

- LED Lighting Conversion – Staff is working with the manufacture of the fixtures and poles to receive factory direct (wholesale) equipment cost estimates.
- Cassen Park Ramp Extension – Contacted DEP on permit requirements
- Casements Renovation – A landscape plan will be prepared for Hall Construction to implement this month.
  
- Development Review:
  - Prepared document for the bike alternate on SR 40
  - Responded to house layout on wetland for Hammock Lane
  
- Administration:
  - Processed project invoices/pay requests totaling \$225,933
  - Prepared work authorizations totaling \$21,148
  - SRF Loan #WWW120710140:
    - Processed disbursement request #6 to FDEP for \$658,339
    - CMP replacement- Prepared list for pipe section replacement locations.
    - HOA Pond Maintenance- Prepared list of private systems and SJRWMD permits based on plat dates.
    - 242 Military Blvd- Investigated progress of removing illicit backfill. FDEP to assess fines.
    - 5 Tomoka View Revetment permit review
    - Review 41 Shadow Creek Way Paver D/W Permit
    - Create full drawing set of Tomoka Park Sidewalk for signing and sealing by surveyor.
  
- Meetings:
  - Teleconference with CDM on HDC
  
- Other:
  - 312 Beach street illegal fill
  - Review Illegal dock pilings permit @ 1772 John Anderson
  - US 1 / Tomoka River Utility crossing drawing request for surveyor
  - N. Yonge St right of way research for Robert Carolin
  - Halifax River Utility Crossing record drawings for Utilities Mgr.

### **Environmental Systems**

- Street Maintenance
  - Asphalt / Concrete
    - Pour sidewalks at 450 Tomoka Avenue/27 S. Orchard
    - Pull forms at Tomoka & S. Orchard
    - Rebar & adjust forms for pad at Wastewater Treatment Plant
    - Pour pad for IT (Ned Huhta) at the Wastewater Treatment Plant
    - Pour concrete around fire hydrant at Transfer Station Road
    - Level roadway with asphalt at 25 Misners Trail/Tomoka Ave. E/O S. Orchard, and Old Kings Rd. S/O Lionshead
    - Water Department asphalt utility cut at Sharon Terrace
    - Repair pot holes at various locations
  
- Tree Crew
  - Trimming at City yards and City Hall (including Corbin St. parking lot at school).
  - Limb removal at 94 Arbor
  - Remove tree debris from Nova Recreation
  - Trim for view of street/stop signs at Main Trail

- Trim low limbs at 1285 Gallaten, 1524 Oak Forest Drive, Laurel & Fleming, 128 McAlister, 1120 Northside, and 420 Harbour Lights
- Remove dead trees at Casements Drive and John Anderson at Colonial
- Trim over ROW at McAlister and Sylvania
- Trim oak trees on US1, south of Division and Plaza Grande
  
- Maintenance Crew
  - Rotated Special Event Bridge signs
  - Debris cleanup on Granada Bridge
  - Weed control beneath Granada Bridge
  - Weed control at DOT locations
  - Trim hedge at Willis Drive & Halifax
  - Removed yard waste dumped in Right-of-Way on Old Tomoka Rd.
  - Graded roads at all City parks, Airport Sports Complex, and Old Tomoka Rd.
  - Graded boat ramp at Fortunato Park.
  - Maintenance of various vehicles
  - Traffic control assist for concrete pour at Orchard & Tomoka
  - Change banners on Streetscape to Birthplace of Speed
  - Assist concrete crew with electrical pad & fire hydrant stabilization at Wastewater Plant
  - Take broken concrete to Chips for recycling
  
- Sign Shop
  - Begin fabrication of HIP street names for the w/side intersections of S. Yonge St. and the east & west sides of N. Yonge St. & US1
  - Fabricated 15 signs at the Sign Shop
  - Fabricate 2 signs (cross traffic does not stop) and install on the E. & W. sides of Melrose Ave. under the stop sign @ N. Ridgewood. The OBPD has requested them due to 5 crashes at this location in the last 2 years
  - Begin installation of HIP street names along the west side of S. Yonge St.
  - Repair damaged signs at the following locations:
    - NW Palmetto Ave. & Benjamin Dr., replace post & stop sign hit by vehicle
    - SW Arroyo Pkwy & Santa Fe Ave., replace stop sign, post & street names hit by a vehicle
    - Hand Ave. across from #678, straighten 25 mph sign hit by a vehicle
  
- Stormwater Maintenance – Maintenance Crew
  - Locates citywide
  - Carp Gates inspected and cleaned (4)
  - Pump stations inspected and maintained (5)
  - Basin repairs (3)
  - Inlet inspection and cleaning Zone 3 (inspected 374 and cleaned 106)
  - Retention pond cleaning at Casements
  - Repair overflow structure at Arroyo FDOT pond
  - Vacon basins cleaned (3)
  - Vacon line cleaning – 813' (4)
  - Ditch inspection – 42,112 sq. ft. (4)
  - FDOT pond inspection – 238,223 sq. ft. (4)
  - Outfall inspection (20) – cleaned (6)
  - Delivery of Reachout mower in Brunswick, GA for repair
  - Customer complaint – water on sidewalk at Peruvian Way

- Vehicle & equipment cleaning
- Street Sweeping - Streetsweeper
  - Cleaned 133.1 miles of roads
  - 25.5 cu yards of debris removed

### **Fleet Operations**

- |   |   |
|---|---|
| <u>Emergency—Vehicles and Equipment</u> | <u>Non-Emergency Vehicles and Equipment</u> |
| 6                                       | 13  |
- 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>
3756 gallons	15236 gallons
- Comments:
  - All PM services are currently on schedule and up to date.
  - After reviewing the estimates for patrol vehicle #065 the vehicle has been deemed a total loss.
  - With hurricane season coming to a close fleet will start the process of returning the portable emergency generators back to the fleet facility. This process will start next week.

### **Utilities Division**

- **Projects Summary**
  - 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): hazard surveys for commercial properties ongoing. Draft CCC Plan and Ordinance reviewed by staff. HDI well into actual management of program and database records.
  - Wilmette Ave. Forcemain Replacement Project - Force main piping is installed and backfilled for large portion of project. Soil compaction tests were received indicating that compaction met the specifications. Valve and manhole ties installed this week.
  - Ormond Beach Wastewater Treatment Plant Rehabilitation Project –The centrifuges were received at the plant site this week. 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. Reviewed the O&M manuals for the influent pumps and the sludge transfer pumps. Received shop drawings for the Heating, Ventilation and Air Conditioning System. Reviewed the construction meeting minutes. Field Order No. 5 was issued adding the solenoid valve circuit and the timer to the sludge pump control panel.
  - Ormond Beach Wastewater Treatment Plant Expansion – Discussed the odor control at the centrifuge building. An alternative is to use a movable conveyor system to load the trailers.

- 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 – Received an additional cost to change the electrical feed configuration from existing irrigation pump building for promoting full time generator backup capability and one billing drop for facility at Shadow Crossings Lift Station. The cost is \$5,172.70. McDonalds lift station –The existing electrical main disconnect is undersized and is to be increased to 200 amps. The main disconnect is being installed. Continuing work and bypass pumping considerations at LS 6M. The temporary bypass was removed at Shadow Lakes lift station. Lift station start up was performed. The pump performance was satisfactory. A punch list for items requiring corrections was prepared and distributed. Water services were relocated at Laurel Oaks Lift Station. Processed the sixth pay request from Worsham Underground Utilities, Inc. The Work Authorization for the design of the Ormond Mall Lift Station by Quentin L. Hampton was approved.
- State Road 5 at State Road 40 (US1 & Granada) – Reviewed plans and met with FDOT to discuss proposed project impacts to include water main relocation due to necessary FPL pole relocation impacts.
- 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. Met with FDOT to discuss the project.
- Ormond Beach Wastewater Treatment Plant Operation Permit – The permit was received to include construction permit to expand to 8 MGD if accomplished during the 5 year permit period.
- Airport Road Widening Project (Utility Relocation JPA) – A water main valve was installed by staff. Water and sewer force main relocations are being performed by the contractor.
- Tymber Creek Roadway Widening from SR 40 to Peruvian Lane - Reviewed plans.
- Tymber Creek Roadway Widening from Peruvian Lane to Airport Road – Marked up plans showing utilities to remain in place, utilities to be removed and showed how utilities are to be relocated. Gave the information to drafting so they could incorporated the information onto the County's plan sets.
- SPRC – Reviewed plans for the Granada Plaza Minor Modification. Received approved site plans for Rinker, Space Coast Credit Union and Custom Cruisers USA. Reviewed a request to vacate a portion of West Street. There was no objection to the request because water and sewer utilities were not impacted.
- Significant Meetings: Site visit Alcazar – Buena Vista Drainage Project with Engineering and Consultant.
- Water Distribution
  - Repaired or replaced 15 residential water meters and installed 4 new water meters w/ services, replaced 4 water services, and disconnected 2 meter service.

- Tested a 3-3" water meters.
- repaired 5 leaks, flushed 6 dirty/cloudy water complaints, replaced 4 boxes/lids, responded to 3 low pressure complaints
- maintained/ repaired 8 fire hydrants, continued maintenance on the Ormond Beach peninsula.
- Main repair on Division Avenue. Issued Precautionary Boil Water Notice -
- Rescinded the boil water notice in Airport and Golf Course associated with Airport Road JPA.
- Leak Detection- Placed loggers from map A3 area.
- Assisted PW Administration staff with preparation of flushing record database.
- All vehicles were cleaned and re-stocked.
  
- Water Treatment
  - Delivered to the City 29.901 million gallons week ending Nov. 1, 2009
  - New delivered to city flow = Finish water flow meter(30.956 mgd) minus backwater(.820 mgd) minus HVAC flow(.108 mgd) minus chlorine production(.027 mgd).
  - Backwashed filters 19 times for a total of 820,000 gallons backwash water.
  - Produced and hauled 81 wet tons of dewatered sludge.
  - Division Ave Well 7A & 18A Final Walk Through scheduled 11-13-09
  - Well 21SR Repairs well underway with contractor at site. Coordinating electrical panel installations and vault modifications. Well pump replacement and bacteriological testing scheduled in upcoming weeks.
  - An ortho-polyphosphate blend product has been selected for addition at our water treatment plant in upcoming weeks. Selection was based on cost and performance specifications meeting minimum 0.5 mg/L ortho-phosphate residual required buy 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.
  - Assisting J D Webber contractor on Airport Rd. utilities water and sewer adjustments.
  - Supporting Contractor activities to replace 12" force main on Wilmette Ave. this week.
  - Crews repaired two 12" sewer mains behind Northbrook Subdivision impacted by contract crews performing stormwater ditch cleaning.
  - Crews assisted WWTP cleaning three clarifiers with vector.
  - Continuing flushing reuse mains on beach side due to snails in system.
  - Crew Cleaned 4,200 of sewer main.
  - Televised 1,370' of sewer main.
  - Eleven sewer laterals was televised this week.
  - Crew root controlled three sewer laterals
  - 1M system - performing I & I inspection.
  - Read all irrigation system meters at Hunter's Ridge and BAT Plant daily.
  - Cleaned buildings and fueled all equipment for weekend.
  
- Waste Water Treatment
  - Estimated Domestic and Industrial Wastewater flow 27.63 Million Gallons
  - Produced 19.30 Million Gallons of Reuse
  - Produced 10.40 Million Gallons of Surface Water Discharge
  - Influent flows average for the week is 3.95 MGD, plant designed for 6 MGD
  - Hauled 240,000 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
  - Replaced slaker feed pump tube #3 to claricone, also received purchase order and ordered 6 spare tubes. Tubes have a 6-8 week lead time.
  - Repaired Polymer pump #2 discharge piping, piping was damaged when line was shut off inadvertently, Major Rehabilitation of system is scheduled (tank and plumbing replacement) future prevention measures assessed.
  - Worked on shutting down the butterfly valve to Scrubbers above the aerator structure for operations, valve is frozen open, will schedule an aerial boom truck rental for repair.
  - Performed PM's to LPRO and Lime Softening plant equipment.
  - Performed PM's to Booster pumping stations.
  - Performed PM's to Rima Ridge and Hudson wellfield.
  - Checked Status of well 21SR, Top lid has been formed and partial reinforcing has taken place. Received PO for new Flow meter and ordered.
  - Assisted electrician with Shadow Crossings reuse pump VFD replacement.
  - Installed new Gear box received from pump manufacturer on Sodium Hypochlorite pump #7. Old Nord gear boxes have all failed within 2 years of service. Manufacturer sent new gear box (Bonfiglio) which is a more robust design at no cost to us. We shipped one Nord gear box back for evaluation.
  - Assisted operations with work on Transfer pumps.
  - Reset Well 11D overloads, cleaned contacts.
  - Replaced Battery in Meter at Well 10D.
  - Cleaned shop and organized spare parts.
  - Performed reuse system work see below.
  
- Wastewater Plant – Lift Stations – Reuse System
  - Installed new VFD at Shadow Crossings reuse pump #2, Pump #1 is still out for rebuild and will be back mid next week.
  - Continued with Work on Centrifuge, installed new VFD drive, same results. Installed back drive motor from Centrifuge #1, direct coupled the shaft, tried out and same results. Am in contact with Hydraulic mechanic to schedule service to see if old back drive can be rebuilt in a timely fashion. Centrifuge remains out of service.
  - Cleaned motor starter contacts at Wal-Mart LS and repaired connections.
  - Replaced RTU Battery at Pathways School liftstation.
  - Repaired pipe at 8P liftstation.
  - Power failure at 8M and 8M1 lifstations due to FPL equipment damage. Brought generator to 8M1 and pumped down station manually. 8M generator did not transfer load, manually transferred and contacted Fleet Maintenance for repair.
  - Assisted Collections Division with shut down of liftstations to facilitate repairs to damaged sewer lines near Northbrook ditches.
  - Replaced sump pump assembly (FLYGT) at manhole next to centrifuge building. Shipped pump to Flygt for refurbishment.
  - Repaired Decant room sump pump.
  - Replaced missing 4" piping and valves for operations, to assist with Digester liquid pumping activities performed by Shelly's Environmental.
  - Repaired sight glass line at 4M Biocube.
  - Deragg 3 submersible aerators.
  - Assisted Water Distribution crew at 4P liftstation water line repair. Station shut down - monitored due to pump seal coolant water being shut down.
  - Repair pump packing RAS pump #4 and 5.
  - Repack Digester liquid transfer pump.

- Repaired leaking 4" discharge line between wetwell and valve box at 3M liftstation.
- Trained plant pump mechanics in proper procedures for hooking up a temporary generator to liftstations.
- Assisted operations with Liquid filling of trucks.
- Performed PM's to all plant equipment.
- Cleaned and painted shop and put away supplies.
- Monthly PM service to 16 liftstations(clean and deodorize)
- Annual PM service to 5 liftstations( pull pumps, resleeve impellers)
- Utilities Maintenance Division completed 103 work orders as reported in MP2 system, of which 69 were PM work requests and 34 were repair work orders