

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: December 16, 2011

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:

- Weekly meeting with City Attorney
- Held quarterly staff meeting with Directors and Division Managers
- Conducted site visit throughout Shockney Drive, renovated gateway sign on South Ridgewood and new sports complex sign on Hull Road
- Weekly meetings with City Clerk, and HR Director
- Monthly meeting with Risk Manager
- Bi-weekly meeting with IT Manager
- Attended Claims Committee meeting

Spoke to, attended and/or met with:

- Attended the Home for the Holidays Parade
- Attended Rotary meeting
- Held Meeting with the Manager
- Attended introductory meeting of Dr. Mark Howell, with Mayor Kelley, and Pt. Orange City Manager Ken Parker
- Audit update meeting with Mike Sibley, James Moore & Company
- Attended Beautification Committee Award to City for decorations at The Casements.
- Attended DARE graduation at Ormond Beach Elementary School
- Attended Holidays at The Casements
- Attended PAL Christmas party at the SONC

City Clerk's Office

In addition to routine City Clerk activities such as agenda preparation for meetings and workshops, updating insurance information for City contracts, updating website, document imaging, proclamations, assisting citizens and directing calls at City Hall, handling phone requests/repairs, providing research projects for citizens and staff; the following projects are underway:

- Weekly Meeting with the City Manager.
- Attended the weekly City Manager Staff meeting.
- Prepared and sent Weekly Meeting Schedule to the News-Journal for publication.
- Prepared and sent legal advertisements to the News-Journal for publication.
- Attended and provided support for the City Commission meeting on December 13, 2011.
- Completed Action Report for the December 13, 2011, City Commission meeting.
- Attended the Employee Holiday Luncheon at City Hall.
- Attended and provided support for the Pension Board meetings on December 14, 2011.
- Drafted and sent letters to Representative Weatherford and Senator Gaetz, regarding the State's current redistricting plans.

Status of Ongoing Projects

- Mobile Applications:
 - Began working with vendor on the development of custom City of Ormond Beach Mobile Applications for both the Apple iPhone and Android Mobile Devices. The mobile applications will enable us to improve citizen services, transparency and communication with the public through the use of technology.
- Paperless Agenda Automation System:
 - Integrated Agenda Meeting Search into the City website.
 - Sent updated letterhead graphics to vendor.
- Website:
 - Continued working on the new "Elections Information Center."

Community Development

- Planning
 - Representatives from Planning & Building, Engineering, and Facilities Maintenance met with Hall Construction to discuss plans for converting the old Building Division space into a series of conference rooms. Hall Construction was given a tour of the vacated space and will provide a Scope of Work. From the Scope of Work, it is anticipated several concepts will be developed and the final concept will have the drawings completed for permit issuance with construction during this Fiscal Year.
 - The Planning Board conducted a public hearing on the proposed Brownfield area that includes a portion of the downtown and the vacated hospital site and after hearing no adverse comments from the public, recommended approval. A public hearing before the City Commission is scheduled for January 3, 2012.
 - Staff attended the US1 Corridor Improvement Program at Votran's office. This is the first of many workshops towards developing hopefully a unified plan and vision for the corridor for that portion of US1 from Ormond Beach city limits at US1 & I95 to Rose Bay. At this workshop the consultant presented their preliminary findings on projects as well as commonalities/differences and then will work closely with each agency/city to refine their preliminary findings.
 - The downtown drainage study is almost completed for draft with discussions already beginning with St. Johns for a conceptual permit. Staff has placed this study and the results on the January 17, 2012, commission agenda as a discussion item to discuss the results.
 - Construction of Airport Road extension at SR40 has begun and is expected that it will take 10 days.
 - Spoke with Kelli McGee, Growth Management Director, Volusia County. Volusia County is willing to give us full planning and regulatory authority over the area that is covered in our initial ISB. They suggest, however, that the current document is complex and contains too many subjects and it doesn't follow the format they have established for other cities. They propose the following:
 1. Interlocal Agreement for delegation of Planning and Regulatory review and approval by OB over unincorporated VC on US1 North; and,
 2. Interlocal Service Boundary for annexation only

While the means is different than the approach laid out by Ormond Beach, it does get the City to the same end which is planning, annexation, and regulatory control of US1 N. Corridor. The County will put together an ILA patterned after the New Smyrna Beach ILA and we will revise our ISB to lay out the process for annexation only.

- Building Inspections, Permitting & Licensing
 - 61 permits issued with a valuation of \$222,382.00
 - 205 inspections performed.

- 11 business tax receipts issued.
- Development Services
 - Staff visited Tomoka Holdings in Palm Coast to discuss the 3rd submittal of the Planned Mixed Use Development. After this meeting, Planning intends to request a workshop with the City Commission to ascertain guidance on a number of issues related to the development.
 - Olive Grove received its Certificate of Occupancy for Building 3. Buildings 1 and 2 have received CO's previously. All total there are about 79 families occupying Buildings 1 through 3. It is expected the rest of the buildings will receive their CO's towards the beginning of January, 2012

Economic Development

Economic Development

Ormond Crossings

- Staff met with Tomoka Holdings to discuss the draft Master Development Plan and design standards documents. Once a few remaining items are resolved over the next several weeks the documents will be sent to the Planning Board and City Commission for review and approval.

Airport Business Park

- Staff has been notified of the sale of the StyleMark Company to FGX International, a subsidiary of Essilor International of Charenton-le-Pont France. FGX is located in Rhode Island and they distribute a number of eyewear products including Foster Grant. Further details on the transaction are forthcoming.
- Staff is working with an existing business on a possible plant expansion project.
- Staff met with a business prospect interested in constructing a 20,000 square foot plant for manufacturing home products. Further discussions are expected over the next several weeks.
- Staff met with the new CEO of Emergency Communications Management to discuss their sale to the Riverside Company. ENC provided staff with a presentation of the Code Red emergency notification services. Staff is in the process of evaluating the ECN service proposal. A second service provider was interviewed as well. Staff will compare the products, services and pricing in the next few weeks.

Ormond Beach Chamber and Main Street

- Staff meets with the Chamber's Economic Prosperity Committee on a monthly basis to discuss economic development initiatives.

Prospective Business Attraction/Retention/Expansion

- Staff participates on weekly conference calls with the Team Volusia Economic Development Corporation (TVEDC), and County staff to discuss potential business opportunities.
- Staff is working with a prospective tenant with a purchase option for the reuse of Memorial Hospital. The negotiations have slowed due to terms the parties are trying to resolve. Staff has been informed by the real estate brokers that there are other interested parties in reusing the hospital property and staff is expected to meet with representatives in the next few weeks.
- Staff continues discussions with Energizer regarding their interest in waste water treatment options, which could result in additional capital investment.
- Staff is continuing discussions with interested parties for the redevelopment of the former Woody's site.

- Staff met with owners of Serene Pavers and Stonescapes to evaluate using a property along south US1 for a retail pottery business. Plan requirements have been transmitted to the applicant as part of the permit process.

Special Economic Development Projects

- Staff is preparing copies of the recently endorsed Strategic Economic Development Plan. A certificate of appreciation and copy of the plan is being sent to each of the 27 workshop participants.
- Proposals in response to the RFP for the development of the SW Quadrant were due Monday, September 26. One proposal was submitted and the Selection Committee met on October 7 to evaluate the proposal. A follow up meeting to invite the proposal applicant to provide additional detail is necessary. The applicant has requested the meeting be scheduled for January 12. Once the evaluation process is completed, staff will transmit the findings to the City Commission.
- Staff is working with Florida Power and Light, who is currently preparing a tree clearing plan around the Airport Business Park power lines to reduce outages during moderate to heavy wind events. Once completed, a meeting will be arranged with the Business Park company representatives to discuss the plan.

Airport Operation and Development

- Staff continued work this week to oversee contractor activity at the airport regarding the project to address obstacle clearing near the runways and taxiways. Trees near the approach end of Runway 26 and adjacent to Taxiway "E" had been identified by FDOT as potentially hazardous to air navigation. The contractor has completed clearing the areas identified by FDOT, and has now begun work to clear the approach ends of Runways 17 and 35. The City is in receipt of a grant from FDOT to fund the majority of project costs.
- Staff met with a representative from AVCON this week to discuss design and construction cost estimates for a project to construct Taxiway "G" to provide marketable airside access to parcels in the southwest and northwest quadrants of the airport.
- Staff compiled and submitted the FDOT Active Aviation Grants Status Report this week.
- Staff worked with several aviation electronics vendors in an effort to investigate and diagnose an apparent malfunction of the digital voice recorder system in the air traffic control tower. This system is used to record communications between pilots in flight and the control tower.
- Staff continued work to configure and optimize the new airport security surveillance system. The IT Department is working with a network consultant to setup web-based access to the system via a high capacity microwave link. The high capacity (150 Mb) link to the airport is expected to be online by the end of this month, which will both accommodate and enable remote viewing from City Hall and other locations on the City's network. Internet-based access is expected to be available in early January.
- Staff worked with the National Headquarters of the Civil Air Patrol to acquire an updated certificate of insurance for the local squadron facility at the airport, in response to a request from the City Clerk.
- Staff continued work this week to finalize preparation of amended and re-stated lease agreements between the City and Sunrise Aviation, Inc. for FBO Area 1, and between the City and M.A.C. Charter, Inc. for FBO Area 2. The new lease agreements are scheduled for consideration by the City Commission at their meeting on January 17, 2012.
- Staff continues to work with FDOT and HTA to prepare amended Joint Participation Agreements for the group of projects that collectively comprise the Taxiway Alpha Relocation and General Airfield Improvements Project. FAA funding for this project will reduce the maximum project share for FDOT from 80% to 2.5% of the overall project cost. This may result in the availability of additional FDOT funds for security projects at the airport.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Preparation for year-end audit.
- Completed Projects - Weekly
 - Processed 62 Journal Entry Batches (# 5329 – 5335 and # 830 - 912).
 - Approved 23 Purchase Requisitions totaling \$296,279.89.
 - Issued 23 Purchase Orders totaling \$112,200.56.
 - Advertised RFP No. 2012-08, Enterprise Resource System, in the News Journal and posted to DemandStar on 12/11/2011.
 - Prepared 149 Accounts Payable checks totaling \$338,765.25 and 30 Accounts Payable EFT payments totaling \$258,863.65.
 - Prepared 41 Payroll checks totaling \$40,101.78 and 314 Direct Deposits totaling \$390,636.08.
 - Transferred IRS 941 payment of \$143,518.70.
 - Processed 4,256 cash receipts totaling \$4,180,184.71.
 - Processed 924 utility bill payments through ACH totaling \$69,061.70.
 - Processed and issued 6,126 utility bills with billed consumption of water of 35,682k.
 - Issued 922 past due notices on utility accounts.
- Public Information
 - Press Releases
 - Structure Fire (12/11/11)
 - Oklahoma!
 - Legends of Doo Wop with Sonny Geraci
 - Other
 - Citizen Contacts
 - Media Contacts
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
- Meetings/Other
 - Attended Quarterly Local Mitigation Strategy (LMS) meeting.
 - Attended Volusia County Council meeting for the results of the public employees Countywide Food Drive.

Fire Department

Weekly Statistics

- Fires: 4
- Fire Alarms: 2
- Hazardous: 3
- EMS: 66
- Motor Vehicle Accidents: 8
- Public Assists: 32

TOTAL CALLS: 115

- Aid provided to other agencies: 10 calls – Volusia County (7), Holly Hill (3)
- Aid received from other agencies: 5 calls – Volusia County (3), Daytona Beach (2)
- Total staff hours provided to other agencies: 9 hours

- Total staff hours received from other agencies: 11 hours
- # of overlapping calls: 28
- Total EMS patients treated: 57

Training Hours

- Driving: 2
- EMT Refresher: 9
- Fire Prevention: 4
- Hose & Equipment: 12
- Hydraulics: 3
- Policy Review: 3
- Preplanning: 4
- Search & Rescue: 70
- Terrorism: 2
- Tactics: 12
- Technical Rescue: 9

TOTAL TRAINING HOURS: 130

Station Activities

- Updated 13 pre-fire plans.
- Inspected 18 hydrants.
- Crews participated in high rise training in Daytona Beach Shores.
- Provided station tour to group of boy scouts and parents.
- Fire Explorers participated in annual City holiday parade.

Significant Incidents

- 12/11/11, 4:18 AM: N Yonge St – Structure Fire – Upon arrival found heavy fire and smoke showing – bedroom area fully involved – fire contained and extinguished in bedroom with no extension to other areas – two adult occupants and 4 dogs assisted by Red Cross – State Fire Marshal investigating.

Human Resources

Staffing Update

- Job Requisitions
 - Public Works Department/Wastewater - Maintenance Worker II
 - Leisure Services/Casements – Part Time Custodian
- Approved/Active Recruitment
 - Leisure Services Department – Recreation Center Coordinator position was advertised in-house, on the City web site, the Florida Recreation and Parks Association (FRPA) web site, the National Recreation & Parks Association (NRPA) and the Therapeutic Recreation Association web site. Department requested to re-advertise position to create a larger pool of qualified applicants. Position closed on 11-11-11. Fifty-seven (57) applicants are being entered on applicant tracking sheet with qualifications prior to forwarding to the department.
 - Public Works Department/Engineering – Engineering Inspector advertised on the City web site and in-house and closed on 11-18-11. Thirty-four applications were received and entered on applicant tracking sheet with qualifications and were copied and forwarded to the department for review.
 - Police Department – Police Officer was advertised on the Florida Police Chief's web site and the City web site to close on January 13, 2011.

- Screening/Interviews Scheduled
 - Finance/Utility Billing – Part Time Account Clerk II advertised in-house and on the City Website 10-06-11 and closed 10-21-11. Fifty-one applications were entered in applicant tracking sheet with qualifications and were forwarded to department for review. Interviews have been conducted with six (6) applicants. Selection is pending.
 - Public Works/Utilities - Environmental Regulatory Compliance Coordinator advertised on the City web site, in-house, the APWA web site, FWPCOA web site, FRWA web site and on FWRJ web site and closed on 10-28-11. Thirty-three (33) applications were received and entered on applicant tracking sheet with qualifications and forwarded with applications to department for review. Interviews have been scheduled with seven (7) applications for 01-04-12 and 01-05-12.
 - Public Works Department/Streets – Maintenance Worker II advertised on the City web site and in-house with a closing date of 11-11-11. Twenty-eight (28) applications received. Interviews will be held on 12-14-11 and 12-15-11 for eight (8) applicants.
 - Information Technology – Information Systems Specialist was advertised on the City web site, the News-Journal on-line and in-house and closed on 11-11-11. Thirty-five applicants were entered on applicant tracking sheet and forwarded to the department for review. Interviews have been scheduled for six (6) applicants for this week.
 - Leisure Services/P.A.C. - PT Custodian was advertised on the City web site and closed on 11-30-11. Fifteen (15) applications were received and entered on applicant tracking sheet and forwarded to department for review.
- Background/Reference Checks
 - Public Works Department/Wastewater Plant – Selected Treatment Plant Operator candidate background check has been started.
 - Leisure Services/Administration – Selected Recreation Program Specialist candidate background check has been started.
- Job Offers
 - Police Department – Police Officer candidate selected from eligibility list has successfully completed the pre-employment requirements and will begin work on January 3, 2011.
 - Support Services Department – Office Assistant III candidate has been selected to fill the position and will begin employment on 12-19-11.
 - Public Works Department/Wastewater- Candidate was selected to fill one of the operator positions. Pre-employment processing has been completed and applicant began employment on 12-07-11.
- Terminations/Resignations/Retirements
 - FY Attrition – M/E 11-30-11: 1.23% (excluding retirements)
 - Public Works Department/Fleet Operations – Tom Mulligan retirement effective 01-05-12.
 - Public Works Department/Utilities – Craig Hartman retirement effective 01-27-12.
- Promotions
 - Public Works Department/Fleet Operations – Mechanic I/Parts Clerk has been promoted to Mechanic II effective 12-05-11.
- Transfers
 - Leisure Services/Parks – Maintenance Foreman (Building Maintenance) has transferred to Maintenance Foreman (Parks) effective 12-12-11.

Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program November 2011 monthly report reflects savings of \$60,651.42 for City residents during the seventeen months that the

program has been in effect in Ormond Beach. Over 1,342 residents have utilized the program during that time.

- Advertised Weight Watchers at Work program!

Risk Management Projects

- Attended Beautification Committee Award to City for decorations at The Casements.
- Attended Safety Committee meeting in Public Works.
- Conducted random drug and alcohol testing for Police Officers and employees required to possess a Commercial Driver's License [CDL].
- Attended Claims Committee meeting.
- Attended local risk management association training.

Information Technology (IT)

• Information Systems (IS)

- Work Plan Projects
 - Email system upgrade (cloud based) – researching options
 - City Clerk – Agenda Preparation application – IT involvement
 - City Clerk – Document Management and Retention – IT involvement
 - Finance/Community Development – CRM system replacement – IT involvement
- iSeries system (HTE Sungard Naviline) - None
- Windows Servers: - None
- Networking System: - Firewall software upgrade project started, expected to take about a week to configure and test before installing in production.
- Work Orders: - 26 New work - 35 completed - 39 in progress
- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	21,791	Inbound E-Mails Blocked	11,021
Delivered Inbound E-Mails	10,696	Quarantined Messages	74
Percentage Good Email	49.1%	Virus E-Mails Blocked	38

- Notable Events: None.
- Geographical Information Systems (GIS)
 - Addressing Additions: 1 Changes: 1 Corrections: 0
 - Map/Information Requests: 10
 - Information Requests from External Organizations: 2
 - CIP Related Projects (pavement management, project tracking map): 0
 - Notable Events: None.

Leisure Services

• Administration

- Supervisory Staff Meeting
- Public Works Meeting
- City Manager Staff Meeting
- Beachfront Park Meeting
- City Commission Meeting
- Leisure Services Advisory Board Meeting
- Holidays at The Casements

• Athletics

- The Ormond Beach Shuffleboard Club held its weekly play on Monday, Wednesday, and Friday at the Sports Complex, at 1pm daily.

- The Seabreeze High School boys' and girls' soccer teams continued practicing at the Sports Complex on fields #5, #6 and/or #8. Boys' games were also held this week on soccer field #8, on Thursday at 5pm and 7pm.
- The City's Girls' Basketball program played their 1st week of practice games this week in a "Jamboree" style of play, where each team plays a different team for one half. Jamboree games were held on Wednesday and Thursday nights at the Nova gym.
- The Riverbend Academy Soccer Program held a game this week on soccer field #8 on Thursday night at 6pm.
- The Ormond Beach Youth Basketball Association started their game season this week at the Nova gymnasium, as well as the South Ormond Neighborhood Center. Games were held Monday, Tuesday, Wednesday, Friday and Saturday.
- The City's Basketball Training League, for beginner players age 5 to 7, finished their season this week, playing Monday, though Wednesday. Each player left with a t-shirt and a medal. Participants learned skills each day at Nova gym from 4pm to 5pm.
- The City's Men's Winter Softball program held their annual pre-season meeting last week at the Sports Complex. Six to eight teams are currently interested in playing. The season will start January 3rd.
- Athletic Field Maintenance
 - Mowed South Ormond Neighborhood Center (SONC) outfield and prepped the infield.
 - Cleaned the SONC tennis and basketball courts.
 - At Osceola Elementary School, tended to the infields, tennis and handball courts.
 - At Nova Park, mowed the infields and outfields, and cleaned the Skateboard Park, tennis and handball courts.
 - Picked up and dropped off equipment to Fleet on a daily basis.
 - Made fuel runs for equipment.
 - Cleaned the restroom, offices and lunch area of the maintenance building.
 - Mowed the baseball fields 2 times during the week.
 - Continued mowing the soccer fields.
 - Continued mowing the softball fields.
 - Cleaned Limitless Park daily.
 - Cleaned up after soccer games.
 - Prepared fields for recreational and Lady Renegades softball practices.
 - Began winter repair on all 5 fields at Nova Complex.
 - High school soccer continued their season at the Airport Sports Complex.
 - Prepared soccer field #8 to host Seabreeze boys' and girls' and Calvary Christian Academy varsity soccer teams this week.
 - Finished last herbicide treatment before rye grass over seeding.
 - Began revamping of co-ed softball field #7's infield clay.
 - Trimmed trees and bushes throughout the Airport Sports Complex.
 - Put new carpeting in baseball batting cages.
 - Helped set up for the holiday parade.
- Senior Center
 - Granada Squares Dance was held on Tuesday from 7pm to 10pm.
 - Big Band America met on Thursday from 7pm to 9pm.
 - Tomoka Duplicate Bridge was held on Saturday from 11am to 4pm.
 - Chinmaya Church was held on Sunday from 9am to 1pm.
- Performing Arts Center
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: Show Club Specialty Dance, Webb Jazz and Tap, Devito Dance, Kopy Kats, CMT K & 1st grade, Teens, Teen/Adult Ballet, Jazz, and Tap classes.

- Tuesday: Theatre Workshop, Theatre Workshop Dance, Show Club Specialty Dance, Horan Judo, CMT Ballet, Contemporary Dance, and Jazz Dance classes.
- Wednesday: Devito Dance, Kopy Kats Skits, Webb Jazz & Tap, CMT Kindergarten/1st Grade, Teens, Teen/Adult Ballet, Jazz Dance, and Tap classes.
- Thursday: Devito Dance, Show Club Chorus, Show Club Skits, Theatre Workshop, Kopy Kats, CMT Pre-Primary Ballet, Jazz, Ballet, Pointe, and Contemporary Dance classes.
- Friday: Theatre Workshop, Green Dance, CMT 2nd, 3rd, 4th and 5th Grades.

- The Performing Arts Center is preparing to host the following events:
 - South Beach Dance Holiday Spectacular, December 17th, 7pm to 9:30pm.
 - Mia Bella Academy of Dance, December 18th, 2:30pm to 4:30pm.

- South Ormond Neighborhood Center
 - The splash pad is closed until spring.
 - The weight room was available during Center hours.
 - The Neighborhood Park was open daily from sunrise until 11pm.
 - Open play basketball was held from 1pm to 5pm.
 - Jazzercise classes were held Monday and Wednesday from 5:45pm to 6:45pm.
 - PAL tutoring will resume after the holiday break.
 - Youth Basketball was held Monday, Wednesday, Friday evenings and Saturday morning.

- Community Events
 - Completed weekly administrative tasks and office work.
 - Attended staff meeting.
 - Attended events meeting.
 - Continued holiday event(s) planning and organization.
 - 21st Annual Home for the Holidays parade; set up, staffed and strike.
 - Holiday Programs including: purchasing of supplies, application tracking and deadline, sponsorship.
 - Santa on the Go, December 12th, 13th, and 14th.
 - Santa Calling, December 13th.
 - Santa Mailboxes placed at The Casements and Nova gym until December 19th.
 - Distribution of Holidays at The Casements flyer.
 - Holidays at The Casements event on Thursday, December 15th; set up, staffed and strike.
 - Continued event planning for Breakfast with Santa.

- Gymnastics
 - Weekly classes:
 - Tumbling Tots: Tuesday and Wednesday, 1:30pm to 2:30pm.
 - Pre-School: Monday/Wednesday and Tuesday/Thursday, 2:30pm to 3:30pm.
 - Developmental: Monday/Wednesday and Tuesday/Thursday, 3:30pm to 4:30pm.
 - Level 1 girls: Tuesday/Thursday, 4:30pm to 5:30pm.
 - Level 2 girls: Tuesday/Thursday, 5:30pm to 6:30pm.
 - Level 3 girls: Tuesday/Thursday, 6:30pm to 7:30pm.
 - Level 6 and 7 girls: Tuesday/Thursday, 4:30pm to 7pm and Friday, 5:30pm to 7:30pm.
 - Boys 1: Monday, 4:30pm to 5:30pm and Friday, 3:30pm to 4:30pm.
 - Boys 2: Friday, 4:30pm to 5:30pm.
 - Friday Rec. Gymnastics: Friday, 3:30pm to 5pm and 4:30pm to 6pm.
 - Teen Gymnastics girls: Friday, 4:30pm to 6pm.
 - Power Tumbling: Monday, 7pm to 8pm.

- Cheer Class: Wednesday/Friday, 6pm to 8pm.
- Nova Community Center and Special Populations
 - FitGyms conducted their personal training, tennis lessons and FitMoms.
 - Regular classes continued throughout the week including Adult Jazzercise and "Take Off Pounds Sensibly" (TOPS).
 - Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
 - Open play took place various times during the week for those who participated in basketball, the game room and the exercise room.
 - Miss Debby's Dance Classes continued on Monday, Tuesday, Thursday and Friday afternoons for the fall season.
 - Miss Brenda's Activity Class for children ages 2½ to 4 years old met on Tuesday and Thursday mornings.
 - Phonics was held on Tuesday and Thursday evenings.
 - Special Pops Holiday Party, Friday, December 16th.
- The Casements
 - Tours continued from 10am to 4pm Monday through Friday, and Saturday from 10am to 11:30am.
 - Yoga class continued on Tuesday morning from 10:30am to 11:30am.
 - Pilates classes continued on Tuesday from 3:30pm to 4:30pm and Wednesday from 8:30am to 9:30am.
 - Staff assisted with the set up and the strike of the weekly Farmers' Market on Thursday from 8am to 1pm.
 - Wedding photos were taken in Rockefeller Gardens on Saturday from 2pm to 3pm.
 - Staff assisted with the holiday parade on Saturday.
 - Church in the Garden was held at Bailey Riverbridge on Sunday from 9am to 11:30am.
 - The Casements was included on the Historic Holiday Homes Tour on Sunday from 1pm to 5pm.
 - A birthday party was held in Fortunato Park on Sunday from 1pm to 5pm.
 - The Ormond Garden Club met at Bailey Riverbridge on Tuesday from 10am to 12pm.
 - The Guild held their monthly meeting in the gallery on Wednesday from 9am to 12pm.
 - A group of visually impaired individuals took a tour of The Casements on Wednesday from 1pm to 2pm.
 - PBG held a holiday party in the gallery on Wednesday from 7pm to 9pm.
 - Fifty (50) students from New Smyrna Beach Middle School took a tour of The Casements on Thursday from 10am to 11am.
 - Holidays at The Casements began at 5:30pm on Thursday.
- Parks and Irrigation
 - At Bailey Riverbridge Gardens, repaired 2 zone line breaks, installed 4 new bubblers, 2 new nozzles, flushed 2 zones, and dug up valve boxes.
 - Cleaned debris from valve and adjusted spray heads on S. US1 median.
 - Cut out zone line, cleared debris from line, re-piped 12 feet of zone line on bridge approach on the west side, and installed 2 slip fixes.
 - Installed 3 new bubblers on planters under the bridge.
 - Hauled over clay and dirt to bridge approach and covered up exposed zone line pipe.
 - Ran all zones at Birthplace of Speed Park, replaced 2 spray heads, installed 3 nozzles and adjusted all heads.
 - Inspected trees at Nova Rec. Project Romp planting.
 - Removed railroad tie, dug up and replaced broken swing line and rotor head at Cassen Park.

- Tested zone 3 at City Hall, replaced two 12" spray heads and nozzles, flushed zone, and scheduled for valve repair.
- Turned off water at backflow on W. Granada Blvd. medians, scheduled for repair due to mainline break.
- Building Maintenance
 - Installed shelving in Support Services at City Hall.
 - Replaced seals on all wall hung toilets and urinals in men's room at Public Works.
 - Repaired men's room lavatory sink at Nova Rec.
 - Repaired weather vanes at Birthplace of Speed Park.
 - Repaired door to Commission Chambers at City Hall.
 - Installed shelving in emergency equipment trailer for Water Distribution Dept.
 - Cleaned and repaired ice machine at fire station #91.
 - Repaired broken electrical junction box at fire station #91.
 - Replaced all overhead door glass in bay doors at fire station #93.
 - Repaired east gate in parking lot at the Police Dept.
 - Installed a memorial bench at Cassen Park.
 - Repaired fill valve on fountain at Hospital Park.
 - Repaired R.E.I.L. lights at the Ormond Beach Municipal Airport.
 - Repaired ice machine in Building Maintenance Dept. at Public Works.
 - Installed new AC system at South Ormond Neighborhood Center.
 - Conducted weekly inspections of the Ormond Beach Municipal Airport.
 - Responded to P.A.C. fountain overflowing.
 - Responded to Public Works plumbing repair.

Police Department

- Administrative Services
 - Attended PAL fundraising luncheon at Outback Restaurant
 - Attended Home for the Holidays Parade
 - Attended quarterly staff meeting with Department Heads and Division Managers
- Community Outreach
 - The PAL Annual Holiday party event plans were reviewed and presents wrapped. The event was held on Thursday, December 15th at the South Ormond Neighborhood Center.
 - Practice for PAL basketball continues. Regional basketball league play will begin in January.
 - Members of the Youth Directors Council (YDC) assisted with the PAL fundraising event that was held at Outback Steakhouse; over \$800 was raised.
 - Members of the YDC and PAL youths participated in the City of Ormond Beach Parade on December 10th.
- Community Services & Animal Control
 - Animal calls responded to : 36
 - Animal Reports: 7
 - Animal Bites: 0
 - Animal Traps issued: 2
 - Animals to FHS: 1
 - 1 cat
 - Dogs reclaimed: 1
 - Kittens adopted from PD:1
 - Dogs adopted from PD: 1
- Criminal Investigations
 - Cases Assigned: 21

- Cases Cleared by Arrest/Complaint Affidavit: 5
- Cases Exceptionally Cleared: 5
- Inactive: 8
- Fraud: 9
- Burglary Business: 1
- Burglary Residential: 4
- Larceny Car break: 0
- Grand Theft: 3
- Auto Theft: 0
- Missing Persons: 1
- Recovered Missing Persons: 1
- Sex Offense/Rape: 1
- Robbery: 1
- Assaults: 1

Narcotics:

- Two Search Warrants
- Assisted VBI with several search warrants involving operation Rock Star.

Comments:

- Armed Robbery: Subject claims that he pulled over in the area on Montana Terr. off of Arroyo Parkway because his back door was not closed all of the way. The subject reports that when he got out of his vehicle a subject came out of the bushes wearing a mask and pulled a gun on him. The perpetrator took \$300.00 from the subject and fled on foot. Investigation continues but the incident is suspicious in nature.
- Undercover operation at Cheaters: One dancer arrested for violation of city ordinance (exposure). The dancer had an open warrant out of Tampa Florida for disorderly conduct. The dancer was transported to the Volusia Branch Jail.

- Records

- Walk - Ins / Window 185
- Phone Calls 209
- Arrest / NTA'S 13
- Citations Issued 88
- Citations Entered 128
- Reports Generated 118
- Reports Entered 158
- Mail / Faxes / Request 100

Patrol

- Total Calls 1,360
- Total Traffic Stops 135

- Operations

- 12/07/11 Sex offense** – Creek Bluff Way – involving minor; offender befriended child through internet and arranged a meeting. The suspect and victim were discovered in the suspect's car during a Directed Patrol of the park area. The suspect, a registered sex offender, was arrested.
- 12/07/11 Fraud** – W Granada Blvd – victim's ATM card used at several locations throughout the local area.
- 12/07/11 Narcotics Arrest** – South City Limits – K9 alerted to the presence of narcotics and a search was conducted. Narcotics were discovered and the suspect was arrested for possession of a controlled suspect.

- 12/07/11 **Assault** – N Halifax – juvenile female arrested for battery.
- 12/07/11 **Stolen Vehicle** – S Atlantic Ave – 2005 Black Mazda. Vehicle entered into FCIC/NCIC as being stolen.
- 12/08/11 **Civil complaint** – Rio Pinar Trail – neighbors involved in a verbal dispute.
- 12/08/11 **Baker Act** – Big Bear Path – adult male threatening to drink anti-freeze to kill himself was taken into protective custody and transported to Halifax Hospital for treatment.
- 12/08/11 **Domestic Violence** – Melrose – daughter struck/slapped her father in the presence of the officer on scene. Daughter was arrested for domestic violence battery.
- 12/08/11 **Grand Theft** – St Georges Road – known suspect took jewelry and make up from victim's residence.
- 12/08/11 **City Ordinance Violation** – Cheaters dancer in violation of city ordinance involving nudity/exposure in a public place. Subject also had an outstanding warrant and was placed under arrest for both offenses.
- 12/08/11 **Dispute** – Emerald Oaks/Ormond Lakes; UPS using golf cart to deliver packages and using residence as a drop site. Code Enforcement is investigating.
- 12/09/11 **Narcotics arrest** – Division/S Yonge – routine traffic stop resulted in the arrest of the driver for possession of marijuana and crack cocaine.
- 12/09/11 **Trespassing** – S Nova Road – adult male arrested for trespassing after warning.
- 12/09/11 **Fraud** – N US1 – counterfeit \$100 passed by a male and female.
- 12/09/11 **Fraud** – N US1 – a second counterfeit \$100 passed by the same suspects at a neighboring business.
- 12/09/11 **Traffic stop** – stolen tag recovered – driver issued criminal citations.
- 12/09/11 **Elderly abuse** – Bridgeview – DCF (reporting party) filed report of possible elder abuse. Investigation initiated.
- 12/09/11 **Baker Act** – Tomoka Meadows – female called suicide hotline for assistance and was taken into protective custody.
- 12/10/11 **Fraud** – W Granada Blvd – subject passed a counterfeit \$50 dollar bill.
- 12/10/11 **Robbery** – Arroyo Parkway – victim and his family were leaving his mother's house when he noticed the rear hatch to his vehicle was open. He stopped to check and close the hatch when a male jumped out of bushes, implied he had a weapon and demanded victim's money. Victim gave the suspect his cash and the suspect fled on foot.
- 12/10/11 **Criminal Mischief** – S Yonge Street – Front door to business shattered by brick – no entry made.
- 12/10/11 **Structure Fire** – N Yonge Street – no injuries – OBFD handled.
- 12/10/11 **Crash** – N Beach Street – car crashed into a tree after clipping another car. Following impact the driver fled the area on foot but was later located and identified. Charges filed.
- 12/10/11 **Grand Theft** – Shadow Lakes Boulevard - \$500 taken from victim by suspect who lives with victim. The victim is 85 years old and blind.
- 12/10/11 **Shoplifting** – Bealls – juvenile male arrested for retail theft.
- 12/11/11 **Shoplifting** – W Granada Blvd/WalMart – suspect charged with retail theft and with being a fugitive based on an outstanding/open warrant out of Volusia County.
- 12/11/11 **Battery/Domestic Violence** - Big Bear Path – adult male arrested
- 12/11/11 **Missing Person** – Arbor Lake Park – 15 year old male missing for domestic violence battery.
- 12/11/11 **Vandalism** – N US1 – front windows of business broken out with coquina rocks. Entry to building was not made.
- 12/11/11 **Burglary/Residence** – Warden Trail – unknown suspect broke into garage and stole a dirt bike.
- 12/12/11 **Burglary/Residence** – Standish Drive – bicycle stolen from open garage.

- 12/12/11 **Baker Act** – Division Avenue – suicidal adult male taken into protective custody.
- 12/12/11 **Fraud** – Marvin Road – victim's credit card fraudulently used several times in the local area.
- 2/12/11 **Burglary/Residence** – S Old Kings Road – adult male suspect was identified and arrested.
- 12/12/11 **Petty Theft/Narcotics** – adult female took \$40 from friend while staying at their home. During the investigation officers found marijuana and cocaine in the suspect's possession. She was arrested and charged with petty theft and possession of a controlled substance.
- 12/12/11 **Agency Assist** – N Ridgewood – assisted DCF in the removal of a four year old child from the residence.
- 12/13/11 **Grand theft** – Warden Trail – chain saw and blower taken from residence by a known suspect. Investigation continuing/charges pending.
- 12/13/11 **Baker Act** – Greenwood – juvenile female taken into protective custody and transported to Halifax Hospital.
- 12/13/11 **Battery/Domestic Violence** – Northside Drive – adult male arrested for domestic violence battery.

Crime Opportunity Reporting Forms distributed: **37**

- Traffic Unit
 - 11-11-00117: Crash w/ Injuries, 170 N. Nova Road: Motorist turned left in front of a southbound vehicle. Major damage to both vehicles. Both drivers hospitalized with non-life threatening injuries. Two southbound lanes blocked for about 30 minutes.
 - Holiday Parade complete. Most of the week was spent making preparations for the same with various departments and outside agencies. No incidents at the parade. After-Action Report in progress.
 - Research conducted for Ormond Main Street/speed awareness issues for downtown area.
 - Breakaway Trails: SMART Trailer deployed on River Chase Way. Survey in progress.
 - Heavy enforcement of parking violations in shopping areas during holiday season. 8 citations issued. Three handicap placards were seized as they were used by unauthorized persons (two of them from the same person).
 - Traffic Citations 63
 - Parking Citations 8
 - Crash - No Inj. 17
 - Crash - Injury 3
 - Crash - Fatal 0
 - Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
 - Self-Initiated Enforcement Locations:
 - Central Park area
 - 600 BLK Division Avenue
 - 600 BLK Hand Avenue
 - 1100 BLK N. US 1
 - Enforced Complaints:
 - Clyde Morris Blvd.
 - 700 BLK Fleming Avenue
 - Riverside Drive
 - Old Kings Road
 - Parking Violations:
 - Wal-Mart
 - Ormond Towne Square
 - Lowe's
 - Trails Shopping Center

- Granada Plaza
- Neighborhood Improvement
Weekly inspection statistics by Commissioner Zones
 - Zone 1: 4 Cases Initiated
 - Zone 2: 2 Cases initiated
 - Zone 3: 1 Cases initiated
 - Zone 4: 9 Case initiated
 - 9 tree removal permit requests
 - 39 signs either removed or sign cases created.
 - Administrative staff assisted with three walk-in and thirty-two (32) telephonic inquiries.

Below are status updates by zone from the Neighborhood Improvement Division regarding inspections that have been requested through the City Manager's office. Number 2 is a new case.

Zone 1:

1. 41 Rockefeller – Received a complaint that when the neighbor, believed to reside at 41 Rockefeller, has a garage sale, the attendees park on the front yard of the complainants house. The concern is that the complainant takes care of the grass and has sprinklers in the area, both of which are subject to damage due to the parking. The area referred to is not technically the complainant's front yard; but the grassy portion of the right-of-way. If patrol responded to a call, it is appropriate that they would advise the complainant that the vehicles are not blocking traffic. The other concern is with regard to the actual number of garage sales being conducted by the alleged respondent. By enforcing the three garage sales per year would ultimately limit the amount of parking that is taking place along the complainant's street. The complainant is to contact NID when a sale is taking place so that we can determine the actual address where the sale is occurring. NID will also conduct Friday inspections in hopes to make that determination. The respondent, once determined, would be advised of the limit of three sales per year and the need for a permit for each. Staff has not yet determined who is running the garage sales. Staff will continue to look into this matter however, no further reports will be provided.

Zone 4:

2. 150 N. Nova Road - Received a complaint about a coquina wall that has totally fallen down behind the complainant's house. The complainant believes the wall belongs to one of the businesses that fronts on Nova Road. Staff will conduct an investigation and try to determine who the wall belongs to and advise the property owner of the need to fix the wall.

Public Works

- Engineering
Construction Projects:
 - Alcazar-Buena Vista Drainage Area Improvements - The following roads were asphalt resurfaced: Alcazar Ave. from Arroyo Pkwy to Buena Vista Ave.; Buena Vista Ave. from Arroyo Pkwy to Plaza Grande; Seville St. from Cordova Ave. to So. Beach St.; and, Cordova Ave. from Arroyo Pkwy. to Seville St. Approximately 80% of site restoration is complete. The new watermain along Arroyo Pkwy has been submitted for clearance by the VCHD, with the service connections expected to be transitioned early next week. Continued work to complete the stormdrain along Arroyo Pkwy will begin after the new water service connections have been made.

- Airport Rd. Forcemain Ext. / Reclaimed Water Ext - Award of bid and construction engineering inspection services was presented to City Commission on December 13, 2011. Gopher tortoise relocation permit for the project was obtained.
- Oleander Ave- Harvard Dr Stormdrain- Work is expected to begin on December 19 and be completed by December 21.
- Downtown Way Finding Signage- The sign fabrication work is almost complete and ready for inspection. The 41 proposed locations were staked by staff so utility locates could be marked.
- Rockefeller Gardens Water Wheel – The new wheel was delivered and installed on the existing stone pillars. The contractor has to install new mounting studs, level the existing cap and adjust the overhead water source by shifting the drop box to the west to slow the wheel down.
- SRA1A to Nova Interconnect- Boring and pullboxes are complete. Awaiting fiber optic cable.
- Wastewater Treatment Plant Expansion and Rehabilitation – Contractor is working on Clarifier No.4, underground piping, chlorine contact tanks, RAS/WAS Pump Station, ABW Filter #3, swing zone blowers, fermentation tank, Acetic Acid feed station, and the main electrical building.

Design Projects:

- Andy Romano Beachfront Park – The Planning Board unanimously approved the PBD for the project which will now be forwarded to the City Commission for approval. The consultant is continuing to coordinate the various permit submittals and design details.
- US1 & Nova Rd (Turn Lane and Mast Arms) - FDOT has awarded the contract and will schedule a preconstruction meeting.
- N. Halifax Drive Improvements- Horizontal Directional Drill plans have been prepared for permit submittal to the FDOT for crossing SR40.
- Granada Utilities Underground- Met with FPL and ATT on route and plans status.
- 2" Water Main Replacement - Staff is soliciting submittals from its continuing contract consultants for design of the improvements. Due to the size of the project the work will be divided into three contracts (N. Peninsula, S. Peninsula, and Mainland) with each contract going to a local continuing contract consultant.
- Wooden Pedestrian Walkway Lighting Replacement – Staff is soliciting final quotations to repair the existing railings and replace half of the decking.
- Central Park Paving – Drainage and grading plans are being revised for submittal to the SJRWMD.
- Tomoka State Park- Bids were received and will be presented to the City Commission for approval on January 17th.
- Audible Pedestrian Signals- Responded to inquiries on scope changes.
- SR40 Washington to Beach St.- Made comments on mid block pedestrian crossing.
- Ormond Scenic Loop- Contacted various entities and coordinated a meeting to resolve issues.
- Transfer Station Pump Station - Final plans and specifications were prepared for final staff review.
- Tymber Creek Phase I & II – County is determining funding allocations for the project. County has City Utility relocation plans and staff is awaiting JPA form from County once the widening project is approved.
- Roadway Resurfacing- Plans and specifications are being modified to accommodate inclusion of paving the City Hall parking lot and The Casements parking lot.
- Casements Parking Lot- Staff is investigating the site topography to determine if ponding areas within the lot can be corrected with asphalt surface regrading and minor stormdrain construction.

- Cardinal Beach Approach – The County is currently in the process of approving our grant application so they can allocate funding for construction. Once funding is allocated, staff will start the process to solicit bids for construction.
- Nova Road Tree Relocation- Staff is soliciting written quotations to transplant and modify the existing median irrigation in order to accommodate the new turn lane.
- Side Street Lighting Conversion- Staff is waiting for County funding approval before soliciting bids to purchase and install the tested and approved LED replacement fixtures.
- John Anderson Drive – On November 15th the City Commission requested staff to revisit the sidewalk for the project with the residents before finalizing their decision on whether to include the sidewalk with the project or delete it. Staff met with ZCA to discuss the scope of work. ZCA will provide staff a scope and schedule for review prior to initiating work on the public involvement process.
- Hand Avenue – Received approval from FEMA for expanded work grant request on Hand Avenue. FEMA has agreed to increase the grant amount from \$1,725,853 to \$3,033,850.00. Received the permit from SJRWMD which includes the modification to add the interconnect of the Central Park lakes. The City Commission was presented the project for disposition approval prior to advertising the project. It is anticipated that the project will be advertised for bids on January 15th.
- Wilmette Avenue Bypass Pump Station – FEMA approved Phase I (design) for the bypass pump station facility at Wilmette by Thompson Creek. This project will include the ability for staff to set pumps during critical storm events adjacent to the road that would provide for emergency bypass pumping of Thompson Creek without having to set pipes across the road and close the road as occurred during the May 2009 storm event. Sent final plans to FEMA for approval. Modification No.1 to the agreement was approved by the CC at Nov. 1st meeting to reallocate a portion of the Phase 2 construction cost to the Phase 1 design cost and extend the performance period.

Administration:

- Processed project invoices/pay requests totaling \$48,606
- Prepared requisitions/PO's totaling \$7,200
- Routed and transmitted executed disbursement request #1 for \$381,723 to FDEP for SRF Loan #WW64012 - Airport Road Force Main & Reclaimed Water Main Improvements
- Discussed concerns with TECO contractor about issues on directional drilling on US 1 and Hull Road
- 91 Orchard SWMP review and revisions.

Meetings:

- Attended Halifax Area Utilities meeting.
- Attended three day conference on Pedestrian Safety Guidelines and Design – FHWA and NHTSA.
- Met with owners and builder of 91 Orchard Lane to discuss issues regarding the SWMP.
- Met with neighbors of 91 Orchard to discuss their concerns regarding construction of the new residence.
- Meeting to Coordinate repair efforts to the well pump and electrical system.

Customer Service:

- Created PDF's of the SWMP requirements and emailed same to SWA Engineering for creation of SWMP for 404 Triton Road.

Other:

- Completed the US1 Opportunity Zone, Meets and Bounds Boundary Legal Description for Planning Division.

- Created site plan for the proposed Nova Rec Skate Park expansion project per Leisure Services request.
- Plotted copies of the proposed beachfront park for Utilities Division.
- 7 projects were inspected.

- Environment Management

- Street Maintenance

- Asphalt / Concrete

- Pulled forms & backfilled new basin at Ellsworth & Grove
- Power cut a driveway at Loyola & Peninsula
- Concreted a patch in the driveway for the Water Department at 6 Sea Gull Terrace
- Cleaned basins on beachside
- Asphalted the spillway at Ellsworth & Grove
- Asphalted a pothole at the entrance to the Wastewater Treatment Plant
- Filled potholes at John Anderson Drive and N. Halifax

- Tree Crew

- Trimmed at City yards and City Hall (including Corbin St. parking lot at school).
- Picked up trash and litter on ROW-N. Orchard (SR40 to Wilmette) and Wilmette (US1 to Nova)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris Nova/Transfer Station
- Saw and Equipment Maintenance at Public Works
- Picked up a message board and then set up on Walker Street (County)
- Christmas preparation at the Public Works Yard
- Removed an oak tree at 36 Dix Avenue

- Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads at all City parks, Airport Sports Complex, and Old Tomoka Rd.
- Graded boat ramps at Fortunato Park, Central Parks II, III & IV and Division Avenue
- Daily maintenance of various vehicles in Public Works Yard
- Printed daily work orders and distributed for job assignments
- Placed down recycled concrete for a shoulder repair at 578 N. Ridgewood Avenue
- Cleaned up after Christmas Parade at various city locations and in the yard
- Repaired bridge banner on the eastbound side of Granada Bridge
- Held Street Department interviews for vacant Maintenance Worker II position
- ROW trimming at citywide locations

- Sign Shop

- Repaired, replaced or installed signs at the following locations:
 - Northbrook Dr. & Domicilio Ave., replaced a post, stop sign & street names damaged by a vehicle that hit the post
 - Pineland Trl., straightened a 50 MPH sign post
 - Orchard Ln. & John Anderson Dr., replaced a bent stop sign post, also replaced the stop sign
 - Lakebridge Plaza Dr. & Shadow Lakes Blvd., replaced the missing street names
 - Grandview Ave. & River Beach Dr., replaced damaged street names
 - Biltmore Dr. & Military Blvd., replaced a broken stop sign post
 - Rosewood Ave. & Walnut St., repaired a broken stop sign post

- Fortunato Park, replaced a bent “No Parking” sign post
- Hand Ave., installed a “Lane Use” sign at Andalusia Ave. and installed a “Right Lane Must Turn Right” sign at US1
- S. Yonge St. at Arroyo Pkwy., installed the new church sign panels on the way finding sign
- Fabricated a sign for the Ormond Beach Police Department for use at the Christmas Parade. It reads “No Vehicles Allowed to Enter or Exit Cassen Park after 6:00 P.M.”
- Checked signs in areas west of Clyde Morris Boulevard
- Saturday, December 10, 2011, assisted with the rerouting of traffic on US1 & W. Granada Blvd. for the Christmas parade

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Inlets - cleaned and inspected
- Inspected Hernandez Avenue for Engineering
- Vacon – opened throats on Division and Tomoka Oaks
- Did pipe repairs on Ocean View @ Hull Road
- Basin Repair – on Ellsworth (2) and on Arbor (1)
- Weedeated at outfalls on US1 @ bridge and on E. Tower Circle
- Ditch maintenance on Arroyo Parkway
- Reachout Mowing – road and pond at Nova Recreation and ditch at SR40 and Williamson
- McLane Excavating mowed & dug at Wendy’s ditch and on Sterthaus to Wilmette
- Pipe repair on Ocean Terrace
- Investigated dam in Hunter’s Ridge

Street Sweeping/Streetsweeper

- 125.5 miles of road cleaned
- 35.0 cubic yards of debris removed

- Fleet
Mileage Traveled by all City Departments for the week
32,897

PM Services completed for the week:

Emergency—Vehicles and Equipment
7

Non-Emergency Vehicles and Equipment
20

Road Calls for the week:

3

Quick Fleet Facts:

- Fleet has 7,154 gallons of unleaded 10,388 gallons of diesel fuel on hand.
- Fleet completed 42 work orders this week.

- Utilities

Projects Summary

- Response to 2nd request for information (RAI #2) for the City’s Consumptive Use Permit (CUP) Compliance Report at SJRWMD. Collaborating with District staff for determination of year end water consumption totals for refinement of per capita values prior to

- preparation of draft Technical Staff Report. City forwarded notice of waiver to District providing additional time to evaluate results of 2011 year end water use data prior to final report preparation.
- Concentrate Disposal Study – Awaiting receipt of final report from QLH Associates with staff comments included prior to submittal to FDEP for request of operating protocol modifications.
 - A proposal from McKim and Creed is under consideration for modifying configuration of the Division Avenue well field raw water piping to optimize use of low pressure reverse osmosis process at the water plant and for improving meter flow into plant. The estimated cost for this proposal is \$29,690. McKim and Creed obtained a copy of the current hydraulic model and are evaluating its content. Informed consultant that the primary use of the hydraulic model is to determine the optimum pipe size for the raw water piping.
 - WWTP Dewatering Station Bypass – Revised plans were received from the Engineering Division. Specifications are being prepared.
 - Energizer – Waiting for information and sampling results from the waste products to evaluate the feasibility of connecting their waste discharge to the City's sanitary sewer system. Energizer is gathering the information.
 - Cross Connection Control (CCC) Program Management Services – Developing final CCC plan, ordinance and manual updates to meet current state regulations. Adjustments proposed to Operations Budget for next phase of program funding.
 - Airport Road Force Main Extension – This project is the City's Alternative Water Supply Project as associated with the SJRWMD Water Supply Plan. The project was awarded to Masci Corporation at \$6.4 million. The consultant (QLH) is continuing to work with St. Johns River Water Management District to pursue grant opportunities for this project.
 - Fire Hydrant Replacement Program – The contractor (R&M Services) began replacing hydrants this week. No work is scheduled for the upcoming two week holiday period.
 - Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Preparation of Change Order #2 pending outcome of pump acceptance activities ongoing at present. Pumps 1 and 2 are presently in service. Pump 3 is out of service. The contractor has final punch list items required for final completion. Legal is assisting the development of our proposed action plan for addressing the outstanding contract items. The manufacturer indicated that a voltage surge was responsible for the damage to the motor for pump 2. The cost for repairs is \$7,008.35. The City continues to provide data for operating speeds and flows for first phase evaluation process as agreed upon. Results of the experiment do not show a correlation between the amount of rags collected and the operating speed of the pumps. The Contractor will work with the programmer to install a control system to alternate the pumps if pump speed affects the amount of rags collected in the pumps. A 2nd phase solution includes an additional alternate impeller design proposed for retrofit by the manufacturer.
 - Ormond Beach Wastewater Treatment Plant Expansion – Project underway and proceeding near to intended project schedule. Operations staff continues to coordinate plant operations activities with on-site Contractor. City staff is checking the viability of the existing dewatering system for Clarifiers 1 and 2. A larger 8-inch pump has improved the dewatering effort. A meeting will be held at the end of the week with the dewatering contractor to discuss system capabilities and troubleshooting ideas if necessary to ensure drawdown needs are met to support construction activities. Excavation and dewatering is underway to construct the new foundation for new Filter #3.
 - Lift Station Repair and Replacement Project – A letter from the contractor and bonding company stating that no future claims will be made is being requested prior to release of final payment. A Certificate of Final Completion was sent to the Contractor by certified mail requesting a timely submittal of the final pay application.
 - Root Control Services – The Contractor is scheduling to perform the 2nd annual period root control work beginning in January 2012. Staff determining and coordinating location of contractor activities.

- Town Square and Lift Station 4M1 Rehabilitation – Plans and specifications are completed. The project scope will be expanded to include 2011-12 Lift Stations 9P and the Wal-Mart Lift Station initiative.
- Water Plant Aerator Rehabilitation – A sole source award will be recommended for CC consideration for the rehabilitation to be performed by the original manufacturer, DeLoach Industries, Inc.
- Water Plant SCADA – A City Commission agenda item is being prepared to recommend McKim and Creed Engineers do an inventory of existing equipment to determine its capabilities for data collection and control for the plant, wells and lift stations.
- SPRC – Data on the septic tank effluent pumping system was provided by the developer's engineer for 1001 Old Tomoka Road. Acknowledgement from Volusia County Health Department is requested along with clarification from Engineer for change of facility use and partial use of existing septic system components for proposed pumping station. Reviewed revised plans and processed permit applications for Andy Romano Beachfront Park. Processed permit applications for Garden Plaza U Stor-it.
- Transfer Station Lift Station Upgrades – Final plans were reviewed with the consultant. Clarification of electrical voltage and pump control systems is required.
- Final edits of Sewer Use Ordinance underway with Legal for responding to FDEP current request for information.
- WWTP Sludge Conveyor System Replacement – Met with a conveyor system's manufacturer's representative to review the scope of the project. Shop drawings of the system were obtained.
- Interviews scheduled for Environmental Regulatory Compliance Coordinator candidates during first week of January.
- Water Distribution
 - Exchanged 36 residential and installed 1 new water meter
 - Responded to and/or repaired 14 water service leaks
 - Replaced 12 water services and 9 meter boxes, disconnected 1 water service due to a property demolition
 - Flushed 2 cloudy water and 2 low pressure calls
 - Swapped 5 water services over the new water main recently cleared on Arroyo Parkway
 - Tested 6 and repaired 1 city owned backflow preventers. Installed 20 insulated backflow covers to protect from inclement weather
 - Valve maintenance: locate and exercise 9 valves at various locations
 - Water main breaks: 2-2" mains on Sea Gull Cir and North Shore Dr
 - Commence the 2012 fire hydrant replacement program, 3 fire hydrants were replaced at 45 Reynolds Ave, 125 and 177 Ocean Terrace.
 - Tapped water main and reattached 2" water main on Reynolds Ave. due to the fire hydrant replacement
 - Flushed Ocean Terrace, Reynolds Ave, Arroyo Parkway
 - Removed 2-2" gate valves, used during water main construction for main isolation, will be reused in other locations.
 - Utility locate service for Water/wastewater/reuse: 79 regular and 2 emergency locates performed this week. Locate technician has been working with multiple contactors on US1 and SR40 to assist them with utility locates during their directional boring operations.
 - Rescinded boil water alerts for Reynolds Ave and Sea Gull Cir
 - Sod/backfill: Tara Place and North Shore Dr
 - Cleaned and organized all storage areas and service trucks
- Water Treatment
 - Delivered to the City 34.161 million gallons for the week ending Dec. 11, 2011 (4.880 MGD)
 - Backwashed 8 filters for a total of 303,000 gallons backwash water.

- Produced and hauled 54 wet tons of dewatered sludge.
- Operated north & south plant generators under full plant load for 4 hours for routine PM.
- Sampled, cleared and rescinded two Precautionary Boil Water notices.

- Waste Water Collection - Reuse
 - Crews responded to one trouble call out west Breakaway/Hunters Ridge area and six in town.
 - Televised, cleaned and root control four sewer laterals.
 - Installed 4" clean out at 1201 Vander Built Rd.
 - Locating six inch forcemain on US-1
 - Set up eight inch dewatering pumps at clarifier #1 - dewatering system.
 - Provided operational force main pressure reading at 1350 Ocean Shore Blvd. for Bill Cross.
 - Shut off irrigation main for Breakaway HOA for repairs – restored service.
 - Replaced sewer valve box at Westland Run & Fox Field Look.
 - Blow off US-1 6" force main due to high pressure.
 - Cleaned reclaimed filter at Tomoka Oaks Golf Course.
 - Checked irrigation system at Breakaway and Hunters Ridge.

- Waste Water Treatment
 - Domestic and Industrial Wastewater flow was 23.82 Million Gallons.
 - Produced 16.87 Million Gallons of Reuse.
 - Produced 6.95 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 3.40 MGD, plant designed for 6 MGD
 - Hauled tons of sludge 68 (14%-18% Solids)
 - Operations support provided for contractor activities at plant site associated with Phase 1 and Phase 2 WWTP Rehabilitation Project.

- Utilities Maintenance Division
Water Plant - Well Fields - Booster Stations
 - Replaced motor bearings on drain valve actuator at Leeway Storage tank.
 - Installed 120 volt outlet for hypochlorite feed pump at Leeway.
 - Tightened up the valve packing at Shadow Crossings storage tank fill valves.
 - Repaired broken water line to the tank pressure transducer at Leeway.
 - Replaced tube on lime feed pump #3.
 - Plumbed sample ports on wells 6D, 7D and 9D for Sampling Technician
 - Mowed around Rima Ridge wells
 - Resolved SCADA issue at Granada pump station Pump No. 2.
 - Checked all irrigation wells for proper operation, all good
 - Performed PM's to Rima, Division, SR 40 and Hudson Well fields.
 - Performed PM's to LPRO and Lime Softening Plant equipment.
 - Performed Booster Station PM's.
 - Performed Reuse pump station PM's and repairs.

- Wastewater Plant – Lift Stations – Reuse System
 - Adjusted floats at Towne Square liftstation
 - Repaired burnt motor leads on pump #1 at Breakaway Trails liftstation.
 - Repaired broken power lead on sampler at Wastewater plant.
 - Checked E1 pump at #4 Echo Woods Way for Collections - all good.
 - Dewatering Station – pull pump #4 – found bad bearing – deliver to Xylem (formally FLYGT) for emergency repair
 - Influent Room – deragged and quantified as per Project Manager
 - Reaeration Tank – repaired wash down, sprinkler and jet system
 - Post Anoxic Basin – repaired sprinkler system

- Post Anoxic #1-2 repaired burnt motor leads
- R.A.S. Room – repaired sump pump
- Reaeration Tank – deragged all 4 submersible aerators
- SCADA liftstation repair to 12 stations
- Assisted contractors with plant rehab activities
- Assisted operations staff cleaning tele-valves on clarifiers
- Performed PM Service to all plant equipment
- Master Liftstations – pump down & washed down wet well – broke up scum layer in wet wells
- Monthly PM's to 32 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's to 3 liftstations (pulled pumps, inspected and changed seal oil)
- Utilities Division completed 71 work orders as reported in MP2 computerized maintenance management system, of which 51 were PM work requests and 20 were repair work orders.