

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Kelley and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: October 7, 2011

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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:

- Weekly meetings with City Attorney and City Clerk
- Biweekly meeting with IT Manager, Fire Chief and Economic Development Director
- Held staff meeting with Directors and Division Managers

Spoke to, attended and/or met with:

- Attended Welcome Reception for Fire Chief Stables
- Attended City Commission Meeting
- Spoke at the Ormond Beach Garden Club Luncheon
- Spoke at the Citizens for Ormond Beach Annual Meeting
- Meet with Bob Guido of the Trust for Public Land to discuss possible ECHO projects
- Attended Employee Health Fair
- Attended Benefit by Florida Hospital for the Children's Advocacy Center

### **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, legal advertisements, assisting citizens and directing calls at City Hall, handling phone requests/repairs, providing research projects for citizens and staff; the following projects are underway:

- Prepared and sent Weekly Meeting Schedule to the News-Journal for publication.
- Sent Legal Advertisements for Opportunity Zone Designation (Brownfield Area) to the Legal Department for review.
- Meeting packet preparation for the October 6, 2011 Quality of Life Advisory Board meeting
- Attended the Quality of Life Advisory Board meeting on October 6, 2011.
- Attended Customer Service Training on October 6, 2011 from 1:00 pm to 5:00 pm.
- Meeting packet preparation for the October 18, 2011, City Commission Meeting.

### **Status of Ongoing Projects**

- Paperless Agenda Automation System:
  - Continued to work with vendor (NovusAgenda) to setup the system.
- Digital Records Management System:
  - Installed new Document Imaging Scanners in the Support Services Department for internal testing.
  - Received Quote from one (1) vendor for Historical Document Imaging Services.
  - Visited the City of Palm Coast on September 30, 2011 to demo their Electronic Records Management System (OnBase).
- Commission Chambers Audio/Visual Upgrade:

- Coordinating installation of projectors and screens for Commission Chambers.
  - Building Official Inspected Commission Chambers and made recommendations on installation of projectors and required distances from Fire Sprinklers.
  - Ordered additional VGA Cabling for Projector Installation to replace spliced VGA Cable.
- Researched alternative audio streaming applications that are compatible with Apple iOS devices as well as other mobile devices.

### **Community Development**

- Planning
  - Staff is working to complete the amendments to the Capital Improvements Element (CIE) based upon the recently approved City CIP. This update no longer is considered a comprehensive plan amendment (Community Planning Act/HB 7207) and only an ordinance is required to approve the updated CIE.
  - Staff continues to answer many inquiries via email, visitation and mail regarding the new flood maps, property determinations and the requirement for flood insurance when none was required previously.
  - Staff attended a neighborhood meeting on October 6 at Mario's for the residents to review the proposed camouflaged communication tower planned for 610 S. Yonge Street.
  - Staff reviewed the lone submittal for the Master Developer RFP regarding the SW Quadrant at the airport in preparation for the peer review of the submittal on the 7<sup>th</sup>.
- Building Inspections, Permitting & Licensing
  - 71 permits issued with a valuation of \$510,619.00
  - 178 inspections performed.
  - 11 business tax receipts issued.
- Development Services
  - An amended site plan has been approved for 1025-29 (South Ormond Business Park). The site will now be able to entertain a broader number of uses permitted in the B5 Zoning District.
  - Conducted a preconstruction meeting with Chase Bank for the site on N. Nova & Shadow Lakes Boulevard. Two office buildings will be removed in favor of a bank.
  - The Department has received the following developments for SPRC review:
    - Andy Romano Park design
    - 1001 Old Tomoka Road (Grace House)

### **Economic Development**

#### Ormond Crossings

- Tomoka Holdings is preparing the draft design standards, which are expected to be completed with the PMUD documents for a submittal to staff in early October.

#### Airport Business Park

- Staff is working with Pace Analytical to arrange a ribbon cutting event for the 8,000 square foot addition to their facility in the Airport Business Park, which will accommodate an increase in employment. The company is also renovating their existing building and would like to hold the ribbon cutting when both buildings are completed in November.
- Staff is marketing the vacant lots along West Tower Circle Extension to potential business prospects.
- Staff is working with an existing business on a possible plant expansion project.

#### Ormond Beach Chamber and Main Street

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

- Staff worked with the Chamber and Center for Business Excellence on the formulation of an Ormond Beach business survey, which was distributed this week to approximately 3,500 businesses that have licenses in the City. Staff met with the CBE to review the responses and is in the process of preparing a report of the results for a presentation to the City Commission on October 18.
- Staff is preparing marketing material to be reviewed with the local banks to discuss lending options for business development.

#### 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.

#### Special Economic Development Projects

- Staff conducted the Strategic Economic Development Plan update for community workshop on Saturday, September 17 from 8:30 am to 2 pm. The workshop was attended by approximately 30 residents that represented interests in manufacturing, small businesses, downtown, and residents from throughout the City. The recommendations generated at the workshop will be presented to the City Commission at a workshop on October 18 at 5:30 pm.
- 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. Once the evaluation process is completed, staff will transmit the findings to the City Commission in November.
- Staff met to discuss the Opportunity Zone Designation (Brownfield's Program) for portions of the City's business districts. In addition to the primary job creation and capital investment incentives offered by the State of Florida to businesses, the Brownfield's program is a bonus program used in many communities in Florida and around the country to provide additional corporate tax credits and other tax exemptions to businesses that create jobs and investment their capital.
- Staff is preparing an RFP for the federal lobbying services contract, which will be submitted to the Commission in November.

#### Airport Operation and Development

- Staff continues to address additional requests for airport gate access cards in response to the new policy to discontinue access to the airport via input of an alpha-numeric code. All alpha-numeric access codes for the main access gates (gates 9 and 13) were cancelled as of September 26, 2011.
- Staff continued work to configure and optimize the new airport security surveillance system, and to setup the web-based monitoring features of the system. It is expected that all web-based features will be online in October.
- Staff completed work this week to re-configure the Gate King access management software to allow remote operation of the two main gates at the airport. As a result, staff in the air traffic control tower now has the ability to remotely open the gates to provide prompt access to the airport operations area in the event of an emergency.
- Staff worked this week to compile quarterly reports required by the Federal Aviation Administration regarding all open Airport Improvement Program (AIP) grants. Fourth quarter reports for OBMA are due by October 15<sup>th</sup>.
- Staff received a request from Embry-Riddle Aeronautical University to host a tour of the air traffic control tower at the airport on Thursday, October 13th at 2:30 PM. Students from the ERAU Airport Management Club will tour the control tower and meet with the airport manager and the control tower manager to discuss airport and air traffic management issues.

- Staff continued to work with Hoyle, Tanner and Associates to plan the commencement of construction activity for the Taxiway Alpha Relocation and General Airfield Improvements Project. Based upon discussions with the FAA Airports District Office in Orlando, it is expected that full FAA funding for this project will be made available in January or February of 2012. A bid opening for this project (Bid 2011-25) has been conducted, and after bid tabulation it was determined that Halifax Paving of Ormond Beach was the successful bidder for this project.
- Staff continued to work with FDOT 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.
- The Ormond Beach Composite Squadron Cadet Color Guard helped open the Big Band America Tribute to Buddy Morrow at The Ormond Beach Performing Arts Center. The color guard, representing the Civil Air Patrol, was invited to participate in a patriotic opening by the band. The cadets presented the colors and presented arms during the band's performance of the National Anthem. In addition to this most recent event, the color guard has participated in several other occasions this year, including two Memorial Day presentations. The color guard typically takes part in national holidays and veterans' events, but they are also available for any group or event interested in an opening or closing involving presentation of the national colors. The Ormond Beach Composite Squadron, headquartered at the Ormond Beach Municipal Airport, currently has two fully qualified and equipped cadet color guard teams.
- Staff continued to work with members of the Civil Air Patrol Florida Wing Headquarters building committee this week. The committee previously voted to conduct an on-site analysis of the site, and engage an architect or civil engineer to compile a preliminary site plan and cost summary. Staff has requested that a preliminary site plan be forwarded for review as soon as possible.

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

#### On-going Projects

- Preparation of interim and year-end audit.

#### Completed Projects - Weekly

- Processed 42 Journal Entry Batches (# 5041 – 5125 and # 3 - 15).
- Approved 45 Purchase Requisitions totaling \$670,053.42.
- Issued 26 Purchase Orders totaling \$106,920.78.
- Advertised Bid No. 2011-05, SR 40 Multiuse Trail Phase 3 from Old Tomoka Road to Airport Road Extension, in the News Journal and posted to DemandStar on 10/2/2011.
- Advertised Bid No. 2011-27, Tomoka State Park Multiuse Trail from Beach Street to Inglesa Avenue, in the News Journal and posted to DemandStar on 10/2/2011.
- Held pre-submittal meeting for RFQ No. 2011-29, Construction Management at Risk Services, on 10/5/2011.
- Prepared 176 Accounts Payable checks totaling \$285,473.85 and 49 Accounts Payable EFT payments totaling \$547,746.45.
- Processed 4,828 cash receipts totaling \$887,992.77.
- Processed 991 utility bill payments through ACH totaling \$52,785.12.
- Processed and issued 2,275 utility bills with billed consumption of water of 30,229k.
- Issued 514 past due notices on utility accounts.

- Public Information

- Press Releases

- Motown and Mo (10/21)
    - Community Shredding Event (10/15)

- Riverside Drive Road Closure (10/12)
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - Conducted City Hall field trip with two Cub Scout dens.
  - Attended customer service training.

### **Fire Department**

- Weekly Statistics
  - Fires: 4
  - Fire Alarms: 4
  - Hazardous: 3
  - EMS: 73
  - Motor Vehicle Accidents: 11
  - Public Assists: 32**TOTAL CALLS: 127**
  - Aid provided to other agencies: 13 calls – Volusia County (8), Holly Hill (2), Daytona Beach (3)
  - Aid received from other agencies: 7 calls – Volusia County (6), Daytona Beach (1)
  - Total staff hours provided to other agencies: 9 hours
  - Total staff hours received from other agencies: 8 hours
  - # of personnel sent with EVAC to assist with patient care during hospital transport: 0
  - # of overlapping calls: 29

### **Medical Call Type**

- Abdominal Pain: 1
- Allergic Reaction: 1
- Blood Pressure: 4
- Breathing Problem: 6
- Cardiac Arrest: 3
- Chest Pain: 7
- Convulsions: 2
- Diabetic: 1
- DOA: 1
- Fall Victim: 10
- Heart Problem: 1
- Overdose: 3
- Psychiatric: 2
- Sick Person: 1
- Stroke: 3
- Traffic Accident: 8
- Traumatic Injury: 2
- Unconscious: 1
- Unknown Medical: 5
- **TOTAL EMS PATIENTS TREATED: 62**

### **Training Hours**

- Emergency Response to Terrorism: 2
- Fire Protection Systems: 2

- PEPP: 38
  - Preplanning: 6
  - Radio Communications: 7
  - Search & Rescue: 5
  - Technical Rescue: 41
  - Tools & Equipment: 5
- TOTAL TRAINING HOURS: 106**

#### Station Activities

- Updated 12 pre-fire plans.
- Inspected 145 hydrants.
- Conducted 3 fire inspections.
- Provided presentation of fire truck, equipment and gave safety talk at Grace Academy – 20 children in attendance.

#### Operations

- Attended the monthly Volusia County Fire Chief's Association meeting. New Fire Chief Jim Stables met area Fire Chiefs and other emergency service provider personnel.
- Attended the annual State of the City luncheon hosted by the Chamber of Commerce.
- Working on performance evaluations which are in the review process by the Battalion Commanders.
- Assistance being offered to a local juvenile fire starter. Working to enroll the youth in the Juvenile Fire Starter Program offered by Daytona Beach Fire Department.
- Volusia County Sheriff's Office (VCSO) countywide dispatch began Thursday September 29<sup>th</sup>. Technology switch over took place without any problems. Some minor issues being experienced with new procedures and processes which are being addressed by VCSO.

#### Significant Incidents

- 9/28/11, 1:49 PM: Ocean Terrace Dr – Structure Fire – upon arrival found smoke showing from eaves of residence – kitchen exhaust fan shorted out causing an attic fire – crews quickly extinguished fire minimizing damage to small area above kitchen – damage estimated at approximately \$4,000 with value of house at \$160,000.

### **Human Resources**

#### Staffing Update

#### Job Requisitions

- Public Works/Utilities - Environmental Regulatory Compliance Coordinator
- Leisure Services/Parks & Grounds Maintenance - Maintenance Foreman
- Leisure Services/Administration – Recreation Program Specialist
- Finance/Utility Billing – Part Time Account Clerk II

#### Approved/Active Recruitment

- Public Works Department/Wastewater Plant – Treatment Plant Operator. Department requested re-advertisement of the position as open until filled.
- Police Department/Neighborhood Improvement Office Assistant III position was advertised in-house and on the City Website 09-26-11 to close on 10-07-11.

#### Screening/Interviews Scheduled

- Support Services Department – Office Assistant III position was advertised in-house and on the City Website 09-08-11 to close on 09-23-11. Forty-eight (48) applications were received and are being reviewed.
- Public Works Department/Fleet Operations – Mechanic II position closed on 09-09-11. Sixteen (16) applications were received and forwarded to the department for review.

- Fleet Operations is in the process of narrowing down the applications and scheduling interviews for the week of 10-03-11.
- Leisure Services Department – Recreation Center Coordinator position was advertised in-house, on the City web site and on the Florida Recreation and Parks Association (FRPA) web site. Position closed on 09-30-11 and ten (10) applications were received and forwarded to department for review.

#### Job Offers

- Leisure Services/Casements – Part Time Custodian candidate began pre-employment processing on 10-04-11.
- Finance Department – Senior Accountant/Budget Analyst candidate began pre-employment processing on 10-03-11.

#### Terminations/Resignations/Retirements

- FY Attrition – M/E 09-30-11: 5.21% (excluding retirements)
- Support Services- Office Assistant III requested retirement effective 10-13-11.

#### Promotions

- Police Department – Office Manager candidate was promoted effective 10-02-11.
- Airport Operations – Airport Manger was reclassified from part time to full time effective 10-01-11.
- Public Works/Engineering – Deputy City Engineer/Acting City Engineer was promoted to City Engineer effective 10-01-11.
- Public Works/Utilities – M.W. II employee in Streets was selected for promotion to Plant Pump Mechanic. No effective date set yet.

#### Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program August, 2011 monthly report reflects savings of \$50,736 for City residents during the fourteen months that the program has been in effect in Ormond Beach. Over 1,159 residents have utilized the program during that time. Public Information news release sent out on 08-26-11 to re-notify citizens about this benefit.
- Six (6) Open Enrollment meetings for employee health insurance were conducted during the week of September 12<sup>th</sup> in various locations. Individual insurance packets were distributed to approximately 310 full time employees with information on all insurance plans, the new Wellness Cove program and Allstate Voluntary Benefits. Open enrollment ended on 09-23-11 with all changes taking effect on 10-01-11.
- Employee Health Fair, “Highway to Health”, scheduled at the Nova Community Center on October 7 from 10 a.m. -1 p.m. confirmed 28 exhibitors, flu shots, and several health screenings.

#### City Events/Employee Relations Update

- 2011 Employee Appreciation Day – **Florida City Government Week is October 16 - 22, 2011.** The City will celebrate our employees by having it's annual Employee Appreciation Day on Wednesday, October 19<sup>th</sup> with a barbecue luncheon from 11:30 a.m. to 1:30 p.m. in Rockefeller Gardens at The Casements
- Sign ups for the Wellness Cove's Health Risk Assessments, QuitSmart and Weight Watchers programs at the Health Fair.

#### Training & Development Opportunities

- LEAPS Academy is continuing customer service workshops for all full-time employees, who are required to attend, between May 20<sup>th</sup> and November 9<sup>th</sup>, 2011. **Next training**

**sessions will be held on 10-06-11.** To date, **81%** of full time employees have completed the Customer Service training with two training sessions remaining.

HR Process/Systems Issues/Improvements

- The City is utilizing citizens' knowledge, skill, and time through the recently launched City of Ormond Beach Volunteer Services ("COBVS") program. The Program currently has volunteers assisting in the Building & Inspections, Human Resources, Legal, Leisure Services and Police Departments.

Risk Management Projects

- Continued planning for Government Day in the Chamber of Commerce's Leadership Session 2012; preparing an emergency incident response exercise.
- Began Naviline approval process to verify minimum insurance requirements for purchases.
- Attend Risk Advisory Board meeting to discuss 2012 professional education for risk management community.

**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: - None
- Work Orders: - 62 New work - 54 completed - 51 in progress
- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	26,568	Inbound E-Mails Blocked	16,742
Delivered Inbound E-Mails	9,675	Quarantined Messages	151
Percentage Good Email	36.4%	Virus E-Mails Blocked	27

- Notable Events: None.

• Geographical Information Systems (GIS)

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

**Leisure Services**

• Administration

- Coordinator Staff Meeting
- Supervisory Staff Meeting
- Public Works Staff Meeting
- City Manager Staff Meeting
- RFP Specifications Discussion

- City Commission Meeting
- Park Site Visits
- Quality of Life Board Meeting
  
- Athletics
  - The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at 1pm at the Sports Complex.
  - The OBYBSA Lady Renegades continued their fall practices this week, Monday through Friday nights.
  - The City's Youth Flag Football program continued their games this week at the Sports Complex, nightly at 5:45pm and 6:45pm.
  - The City's Coed Softball League started up their 2nd half season, with 13 teams competing. Games are at 6:20pm, 7:30pm, and 8:40pm, Monday through Thursday. Teams are divided into 2 divisions for better and safer play.
  - The City's Youth Volleyball Program continued this week on Monday night. This is an 8-week program designed around skills work and scrimmage games.
  - The Ormond Beach Pride Program had their 3rd Saturday home youth football games at the Championship football field. Three games were held, starting at 9am.
  - The City's Men's Softball League continued their game season this week. Currently seven teams are competing, with games on Monday, Tuesday, and Friday nights.
  - Calvary Christian Academy Football had another home game on Friday night at 7pm on the Championship Field (#7) at the Sports Complex.
  - The OBYBSA Boy's Baseball and Girl's Softball continued their fall game season this week at both the Nova fields and the softball quad at the Sports Complex. The season will run through the end of October.
  
- 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 3 times during the week.
  - Continued mowing the soccer fields.
  - Continued mowing the softball fields.
  - Cleaned Limitless Park daily.
  - Mowed right-of-way on Harmony Road.
  - Repainted 3 full size fields for competitive soccer and prepared for weekend games.
  - Repainted 15 soccer fields to host the recreational league.
  - Prepped field to host the soccer Challenger sports league.
  - Cleaned up after soccer and football games.
  - Prepared fields for the coed softball league.
  - Prepared fields for men's slow-pitch softball league.
  - Prepared fields for recreation and Lady Renegades' softball practices.
  - Prepare baseball fields for Golden Spikes league daily.
  - Continued to fix irrigation problems on many fields at all locations.
  - Moved portable bleachers to outside of football field for weekend games.
  - Repainted the football field to host Pop Warner on Saturday and the Calvary Christian Academy varsity football games on Friday.
  - Put out trash cans, carpets, benches and prepped for the fans.
  - Setup overflow parking lot to help the fans get in and out more easily.

- Began another round of spraying insecticide and herbicide for all fields.
- Prepped 7 fields to host the Lady Renegades' softball tournament.
  
- Senior Center
  - Yoshukai Karate met on Monday and Wednesday from 6:30pm to 8:30pm.
  - Granada Squares Dance was held on Tuesday from 7pm to 10pm.
  - The Daytona Community Church was held on Wednesday from 6:30pm to 8:30pm.
  - Big Band America met on Thursday from 7pm to 9pm.
  - Tomoka Duplicate Bridge was held on Saturday from 11am to 4pm.
  - Chinmaya Church met on Sunday from 9:30am to 1:30pm.
  
- 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 Kindergarten/1<sup>st</sup> Grade, CMT Teens, CMT Teen/Adult Ballet, CMT Jazz, CMT Tap.
    - Tuesday: Theatre Workshop, Theatre Workshop Dance, Show Club Specialty Dance, Horan Judo, CMT Ballet, CMT Contemporary Dance, CMT Jazz Dance.
    - Wednesday: Devito Dance, Kopy Kats Skits, Webb Jazz & Tap, CMT Kindergarten/1<sup>st</sup> Grade, CMT Teens, CMT Teen/Adult Ballet, CMT Jazz Dance, CMT Tap Dance.
    - Thursday: Devito Dance, Show Club Chorus, Show Club Skits, Theatre Workshop, Kopy Kats, CMT Pre-Primary Ballet, CMT Jazz, CMT Ballet, CMT Pointe, CMT Contemporary Dance.
    - Friday: Theatre Workshop, Green Dance, CMT 2<sup>nd</sup> and 3<sup>rd</sup> Grade, CMT 4<sup>th</sup> and 5<sup>th</sup> Grade.
  - The Performing Arts Center is preparing to host the following event:
    - OCB Southern Cross Naturals Bodybuilding Competition, October 8<sup>th</sup>, 5pm (tickets available through event producer).
  
- South Ormond Neighborhood Center
  - The splash pad was open daily from 10am until dusk.
  - The weight room was available during Center hours.
  - The Neighborhood Park was open daily from sunrise until 11pm.
  - Open play basketball was held daily from 1pm to 9pm.
  - Pavilion rentals on Saturday and Sunday each at 12pm.
  - Indian Cultural Society reception was held Friday and Saturday, from 7pm to 10pm.
  - Jazzercise class was held Wednesday from 5:45pm to 6:45pm.
  
- Community Events
  - Completed weekly administrative tasks and office work.
  - Attended weekly staff meeting.
  - Attended events meeting.
  - Continued planning the City Employee Health Fair.
  - Attended Senior Games meeting.
  - Picked up prizes for Health Fair.
  - Continued Senior Games event planning.
  - Worked on new fiscal year permitting and applications.
  - Continued holiday event planning.
  - Set up and worked new Fire Chief reception in City Hall.
  - Preset Nova Gym for Employee Health Fair.
  - Set up, worked and strike of Employee Health Fair, Friday, October 7th.

- Gymnastics
  - Weekly classes:
    - Tumbling Tots: Tuesday, 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 4 girls: Monday/Wednesday, 5:30pm to 7:30pm.
    - Level 7 girls: Tuesday/Thursday, 4:30pm to 7pm and Friday, 5:30pm to 7:30pm.
    - Boys 1: Friday, 3:30pm to 4:30pm and Monday, 4:30pm to 5:30pm.
    - Boys 2: Friday, 4:30pm to 5:30pm.
    - Friday Rec. Gymnastics: Friday, 3:30pm to 5pm.
    - 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.
  - The Fall Youth Volleyball Program met on Monday evening at Nova's gymnasium.
  - 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 2 ½ to 4 years old met on Tuesday and Thursday mornings.
  - Challenger Soccer met for their fourth practice on Tuesday afternoon at the Ormond Beach Sports Complex.
  - The Employee Health Fair set up was on Thursday in the Nova Community Center Gymnasium; the event was held on Friday from 10am until 1:30 pm.
  - Phonics began its fall season on Tuesday and Thursday evenings.
  
- The Casements
  - Tours continued from 10am to 4pm, Monday through Friday, and Saturday from 10am to 11:30am.
  - Yoga classes were held on Tuesday mornings from 10:30am to 11:30am, and Thursday evenings from 6:30pm to 8pm.
  - Teeny Tiny Yoga class was held in Room 205 on Tuesday from 3pm to 4pm.
  - Zumba class was held on Monday and Wednesday evenings from 6pm to 7pm.
  - Tai Chi class was held on Wednesday evening from 7pm to 9pm.
  - Pilates classes were held on Tuesday and Thursday afternoons from 3:30pm to 4:30pm and Wednesday and Friday mornings from 8:30am to 9:30am.
  - Pat Spano's Art classes continued on Wednesday evening from 5:30pm to 9pm.
  - The Guild crafters met on Thursday from 12:30pm to 3:30pm.
  - Staff assisted with the set up and strike of the weekly Farmers' Market on Thursday from 7am to 1pm.
  - The Ormond Beach Garden Club met in the Gallery on Wednesday from 9:30am to noon.
  - St. James School held their annual "Blessing of the Animals" in Rockefeller Gardens on Tuesday from 8:30am to 9:30am.

- The Ormond Beach Art Guild began hanging their pictures for their Fall Art Show. The opening is scheduled for Friday, October 7<sup>th</sup> from 5pm to 7pm.
- Ormond MainStreet held a Lunch and Learn in the Gallery on Friday from 10am to 1pm.
- *The Haunted Mansion* was the featured movie for "Movies on the Halifax" in Rockefeller Gardens on Friday evening.
- Staff continued planning and preparing for the "Rockefeller Revisited" program scheduled for October 29<sup>th</sup>. Presale tickets are now on sale for \$4.00.
- Staff is working on coordination of all holiday preparations with the Guild for the annual Christmas Gala.
- Staff set up for a wedding reception on Friday.
- Staff assisted with a wedding reception on Saturday from 1pm to 11pm.
  
- Parks and Irrigation
  - Repaired broken swing line at Bailey Riverbridge Gardens and repaired 2 damaged nozzles.
  - Cut out roots and repaired broken zone line at The Casements.
  - Ran zones 4, 5 and 6 at Rockefeller Gardens and changed out nozzles for better flower coverage.
  - Reset timer at Ormond Shores Park and installed a 9-volt back up battery.
  - Replaced 2 damaged heads on Granada Blvd. median #21.
  - Dug up and repaired mainline break at SONC, and repaired broken backflow pipe.
  - Relocated 2 shrub bushes from City Hall to SONC, planted them in the front yard and watered them in.
  - Cleaned snails from valve at Melrose Park.
  - Installed a new 1-1/2" valve at zone 1 at Riviera Park.
  - Replaced 2 damaged spray heads at Country Club median.
  
- Building Maintenance
  - Cleaned up a downed palm tree at Ames Park.
  - Replaced cedar shake shingles on the exterior of Casements 1st and 3rd floors.
  - Rerouted wiring for inclement weather station at the Nova Rec. press box.
  - Installed new window sills in the restrooms at the Nova baseball building.
  - Repaired door lock for concession stand at the Nova baseball building.
  - Repaired clogged toilet at Central Park I.
  - Installed new water lines and drain for washing machine at Nova Rec.
  - Replaced four taxi way lights at the Ormond Beach Municipal Airport.
  - Installed new sub panel for future electrical needs at Nova Rec.
  - Repaired electric gate at the Wastewater Treatment Plant.
  - Installed a light bar for training purposes in the firing range at the Police Dept.
  - Installed a new transfer switch for the hardened data building at the Wastewater Treatment Plant.
  - Replaced deteriorated parking stops at River Bend Nature Park.
  - Replaced damaged ceiling tiles in the kitchen area at the P.A.C.
  - Assembled book shelves and metal cabinet at Nova Rec.
  - Conducted weekly inspections of the Ormond Beach Municipal Airport.

## **Police Department**

- Administrative Services
  - Attended State of The City presentation.
  - Attended meeting with City liability Attorney.
  - Attended PAL Board meeting.
  - Attended funeral services for Ponce Inlet Police Chief Wayne Lurcock.
  - Attended meeting with local resident regarding ongoing neighborhood problem with underage drinking parties.

- Attended weekly police department and department head staff meetings.
- Attended City Commission meeting.
- Held quarterly sergeants meeting.
  
- Community Outreach
  - Sign up for the Ormond Beach Elementary Science on Patrol program continues for youth in the 4<sup>th</sup> and 5<sup>th</sup> grades. Currently 13 youth are signed up for the program which begins Tuesday, October 11<sup>th</sup>.
  - Tutors R Us began the Fall Semester on Monday October 3<sup>rd</sup>. Currently 17 youth are enrolled in the program.
  - Preparations are continuing for the Golfing for Youth fundraiser to be held at River Bend Golf Club October 29<sup>th</sup>.
  - OBPAL staff attended a Regional Meeting to review schedules for the upcoming basketball program. The first practices for the teams will begin in late December.
  
- Community Services & Animal Control
  - Animal calls responded to : 54
  - Animal Bites: 3
  - Animal Reports: 8
  - Animal Licenses: 9
  - Animal Traps: 3
  - Animals to FHS: 0
  - Injured Wildlife to Rehab: 2
  
- Criminal Investigations
  - Cases Assigned: 19
  - Cases Cleared by Arrest/Complaint Affidavit: 11
  - Cases Exceptionally Cleared: 7
  - Inactive: 10
  - Fraud: 2
  - Burglary Business: 1
  - Burglary Residential: 1
  - Larceny Car break: 9
  - Grand Theft: 0
  - Auto Theft: 3
  - Offense Against Family/DCF Reports: 1
  - Robbery: 1
  - Assaults: 0
  - Death: 1

#### Narcotics

- Three Search warrants served
- 8 Buy-Walks
- 4 Buy-Walk Attempts

#### Comments

- Two subjects from the UK were visiting the area and were walking the 400 block of S. Atlantic Ave. when they were approached by two black males. One of the black males displayed a knife and demanded their phones and money. Both black males then fled the area. Case under investigation with no suspects identified at this time.
- White male subject identified as being responsible for thefts from The Falls subdivision. This subject has been arrested in the past and arrested for thefts in the area and resides with his father at The Falls. The subject was out on bond for similar thefts from The Falls.

- Investigators spoke to him at his residence and he confessed to the new crimes. The subject's father called the bondsman and revoked his adult son's bond. Charges have been filed for three counts of burglary and grand theft.
- Blood evidence submitted to FDLE has returned identifying the subject responsible for a kick-in residential burglary back in 2010. The female subject (Jamie Toole) and her boyfriend (Lawrence Debrango) have been arrested by our agency in the past for numerous residential burglaries. Charges have been filed against Toole for the 2010 burglary.
  - A 27 year-old white male was found dead on his front porch after a heavy night of drinking. Numerous prescription pills were found in his pockets and a large amount of marijuana was found in his bedroom. No signs of trauma or foul play. Investigation ongoing and autopsy results are pending.
  - Records
    - Walk - Ins / Window 208
    - Phone Calls 234
    - Arrest / NTA'S 49
    - Citations Issued 151
    - Citations Entered 184
    - Reports Generated 155
    - Reports Entered 164
    - Mail / Faxes / Request 111
  - Patrol
    - Total Calls 1,596
    - Total Traffic Stops 182
  - Operations
    - 09/29/11 - Battery – Sante Fe.; simple battery.
    - 09/29/11 - Narcotics arrest, Division and S Yonge; routine traffic stop resulting in misdemeanor narcotics arrest.
    - 09/29/11 – Domestic Violence, Pine Cone Trail; female victim went to hospital for treatment of injuries and was uncooperative with hospital staff. Suspect is victim's husband. Investigation is continuing.
    - 09/29/11 - Loitering and Prowling, Willow Run; two subjects found with property from recent car burglaries in the immediate area. Both subjects were arrested for burglary of conveyances.
    - 09/30/11 – Burglary –Vehicle, Quail Run; suspects developed as a result of arrests made from similar incidents on Willow Run.
    - 09/30/11 – Burglary –Residence, Warwick Ave.; homeowner suspects former girlfriend of taking items.
    - 09/30/11 – Battery, US1; two adult males involved in physical altercation. Cross complaints filed.
    - 09/30/11 - Stolen Vehicle, S Nova Road; reported stolen vehicle spotted and fled from officers when a traffic stop was attempted. No pursuit was initiated.
    - 09/30/11 – Fraud, W. Granada; \$400 worth of transactions made at Mobil station with victim's card number.
    - 09/30/11 – Auto Theft, Trails Shopping Center; motor scooter stolen while owner was shopping in Publix.
    - 10/01/11 – Traffic crash, Ocean Shore Blvd. and Granada; adult female crashed her vehicle and then walked into the TGI Friday's restaurant. Citations issued.
    - 10/01/11 – Burglary – Business, W. Granada Blvd; forced entry made to business and cash stolen.
    - 10/01/11 - Agency Assist – Holly Hill PD; Breath Test Operator DUI arrest.

- 10/01/11 – Battery, Rockefeller Dr.; physical altercation between former roommates. No charges or complaint affidavits filed.
- 10/01/11 – Battery, Capri Dr.; male and female subjects arrested for physical altercation (brother-in-law vs sister-in-law).
- 10/01/11 – Theft, N Nova Road; adult male arrested for retail theft and issued a Notice to Appear.
- 10/01/11 - Car Burglary, Cameo Drive; credit card taken from vehicle.
- 10/01/11 – Violation of Probation; subject arrested on open warrant for violation of probation.
- 10/01/11 - Missing Person, Lowes; adult male with dementia left Lowe's on a scooter. He was soon located and reunited with his family.
- 10/01/11 – DUI, N Nova Road; adult male charged with DUI.
- 10/01/11 - Warrant Arrest, Black Hickory Way; adult male was arrested on an open warrant for home invasion robbery with a firearm.
- 10/01/11 - Criminal Mischief, S Nova Rd. at the Rocking Ranch; adult male adult male subject arrested for punching out the rear window of a vehicle.
- 10/01/11 – Crash, Park Ridge; driver swerved to avoid an animal and struck a FPL concrete pole.
- 10/01/11 – DUI, Nova Rd and W Granada; adult male charged with DUI.
- 10/01/11 - Grand theft, River Bluff; backpack blower.
- 10/01/11 - Violation of Injunction, Big Bear Path; husband returned to his residence to retrieve a vehicle after being served with an injunction that prohibited his return to the house. Subject was located and arrested at Cheaters.
- 10/01/11 - Domestic Disturbance, Rosewood; female complainant advised she was chased by her boyfriend who was armed with a firearm. She reported the incident occurred several weeks prior. Complaint affidavit completed.
- 10/01/11 – Fraud, W Granada Blvd; victims credit card used at multiple locations. Suspect has been identified.
- 10/02/11 - Child Abuse and DV, Tomoka State Park; investigation revealed minor child was being physically abused by father. Subject was arrested.
- 10/02/11 - Car Burglary, Wal-Mart; medications, GPS and miscellaneous items removed from an unlocked vehicle.
- 10/02/11 - Battery/Domestic Violence, Gray Dapple Way; adult male arrested for battery on his wife.
- 10/02/11 – Carjacking, Calle Grande; victim reported four black males stole his vehicle after implying they had a weapon. The weapon was never displayed.
- 10/02/11 – Burglary –Residence, Pine Cone Trail; suspect is victim's estranged wife.
- 10/02/11 - Undetermined Death, S Ridgewood; adult male of undetermined cause. No foul play suspected. Investigation is continuing.
- 10/03/11 - Stolen Vehicle, S Ridgewood Ave.; victim's friend is suspect in theft. Vehicle recovered abandoned in Daytona Beach.
- 10/03/11 - Stolen Vehicle Recovered, Lakebridge Plaza Dr.; two vehicles tagged by apartment manager discovered to have been reported stolen.
- 10/03/11 – Burglary - Vehicle, Choctaw Trail; items removed from unlocked vehicle.
- 10/03/11 – Burglary - Vehicle, Business Center Drive; radio stolen from boat.
- 10/03/11 – Burglary – Residential, N Ridgewood Ave; construction tools stolen.
- 10/03/11 – Shoplifting, Wal-Mart; subject arrested for retail theft.
- 10/03/11 – Shoplifting, Majik Market; transient trespassed from store. No charges filed.
- 10/03/11 – Trespassing, Granada Plaza; three subjects trespassed from property by management.
- 10/03/11 - Missing Person, Mainsail Motel; person located and returned to motel.
- 10/04/11 - Battery/Domestic Violence, S. Washington Street; adult female arrested.
- 10/05/11 - Suspicious Incident, I95 at mile marker 270; missing driver and semi-truck. Driver located in Miami, Semi truck and trailer and load still missing.

- 10/05/11 – Burglary – Vehicle, McIntosh/Putnam; male subject found sitting in victim’s car. Subject fled and entered another vehicle occupied by two other male subjects. Keys to victims car discovered missing.
- Traffic Unit
  - 11-09-00492, Crash w/ Injuries, 1400 BLK W. Granada Blvd.: Vehicle turned left from SR 40 to go into Ormond Towne Square, but did so directly into the path of a motorcycle. The motorcycle crashed into the side of the vehicle, ejecting the driver and passenger, who were both hospitalized with non-life-threatening injuries. One exit from the plaza and one eastbound lane of SR 40 were shut down for about 30 minutes. At-fault driver cited.
  - 11-09-00533, Hit & Run Crash / City Property – A white Chevy Avalanche swerved off the roadway and destroyed a city road sign and a part of an FPL utility pole and then fled the area. All appropriate personnel notified.
  - 11-09-00538, DUI / Narcotics Arrest, 1000 BLK Ocean Shore Blvd.: Officer Smith and Officer Kasper stopped a reckless driver. Driver impaired and arrested for DUI. BAC 0.181. Marijuana also located. Charged with both.
  - 11-09-00560, Traffic Arrest, 3 Byron Ellinor Drive. Vehicle matching the description of an armed robbery suspect out of another jurisdiction was stopped by Officer Kasper. The driver pulled into 3 Byron Ellinor Drive, exited the vehicle, and ran into the house. He was talked out by other patrol personnel and arrested for driving with a suspended license and resisting law enforcement officers. He was not involved in the armed robbery.
  - 11-10-00048, Crash / City Property, 200 E. Granada Blvd. Young driver attempted a U-turn. Turned too wide and destroyed a city light post. The father arrived and stated he will make arrangements to compensate the City for the damages. He later called to compliment Officer Pavelka’s efforts in handling the situation.
  - 11-10-00051, Hit & Run Crash w/ Injuries, 100 BLK W. Granada Blvd. A white Ford F-250 rear ended two westbound vehicles stopped in traffic and then fled the scene. Both other drivers complained of injuries but declined medical transport. No suspects or leads.
  - Assisted FHP, Hand Avenue near Williamson Blvd. Westbound driver lost control of her vehicle and left the roadway. Driver overcorrected onto the pavement twice and rolled the vehicle over multiple times. Crash occurred in FHP jurisdiction, but the extensive debris field required the shutdown of both directions of Hand Avenue from Williamson Blvd. to Clyde Morris Blvd. for about 40 minutes. OBPD units assisted with traffic.
  - Assisted DBPD and SDPD with the funeral escort of Police Chief Wayne Lurcock of Ponce Inlet PD Friday.
  - Nighttime Traffic Unit officer in service.
  - All Motor Officers participated in motorcycle maneuver training on Wednesday.
  - Traffic Citations 113
  - Parking Citations 0
  - Crash - No Inj. 17
  - Crash - Injury 4
  - 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
      - S. Yonge Street
      - SR A1A
      - 200 BLK Main Trail
      - 1500 BLK N. Beach Street

- Enforced Complaints:
  - Clyde Morris Blvd.
  - SR 40 / US 1
  - South Kings Road
  - Riverside Drive
- Neighborhood Improvement  
Weekly inspection statistics by Commissioner Zones
  - Zone 1: 3 Cases Initiated
  - Zone 2: 0 Cases initiated
  - Zone 3: 1 Cases initiated
  - Zone 4: 7 Case initiated
  - 5 tree removal permit requests
  - 15 signs either removed or sign cases created.
  - Administrative staff assisted with two walk-in and seventy-eight (76) telephonic inquiries.

Below are status updates by zone from the Neighborhood Improvement Division regarding inspections that have been brought to my attention requested through the City Manager's office.

Zone 1:

1306 Overbrook Drive – This case was initiated due to the installation of a carport type structure (tent) next to the house. This case was brought into compliance. The owner has 90 days from date of the September Special Master hearing to pay the \$200 citation. No further reports will be provided regarding this case.

The second issue is with regard to the operation of a "Home Occupation Type A" business but not meeting the conditions of the home occupational conditions of approval. The owner brings home his trailer that is associated with the business. A notice of violation was hand delivered. The owner is trying to find a way in which to keep his truck at his residence without violating the code. Staff has given some time for the owner to come into compliance hoping not to have to issue a citation.

Zone 4:

7 Queen Ann Court – received a complaint that the property is overgrown. A site inspection was conducted and the site was found to be in dire need of cleaning. The grass is over 18" in height. Fallen palm fronds exist on site and there is a problem with the pool barricade. The property preservation company for Wells Fargo has been notified and provided pictures of the site conditions. The property has been cleaned. No further action is required.

**Public Works**

- Engineering  
Construction Projects
  - Alcazar-Buena Vista Drainage Area Improvements - Watermain construction is approximately 80% complete. Stormdrain construction is approximately 60% complete. Contractor is working on stormdrain and utilities along Seville St and Arroyo Pkwy.
  - Selden Avenue Road and Utility Improvements – Contractor is reconstructing the road base. Final paving is anticipated to occur next week. The new watermain is constructed and in service.
  - Airport Rd. Forcemain Ext. / Reclaimed Water Ext - The prequalified contractors were notified to proceed with bidding. The bid opening is scheduled for November 2, 2011.
  - Downtown Way Finding Signage - The engineered drawings are being prepared by Don Bell for permitting and fabrication.

- City Hall Landscaping - Servello mulched the entire site on Saturday. The renovation work is complete.
- Riviera & Ames Seawalls - Contractor stitched large crack with steel and injected epoxy in outside wall. Other holes in wall are also being repaired.
- Nova Community Park Tree Planting – The new trees are scheduled to be installed by the end of this month.
- CCTV Surveillance - Set up remote access for Airport and Sports Complex. Requested "Video Surveillance In Use" signs to be installed. Update firmware and IP Camera drive.
- Wastewater Treatment Plant Expansion and Rehabilitation – Contractor is working on Clarifier No.4, underground piping, chlorine contact tanks, swing zone blowers, fermentation tank, and the main electrical building.

#### Design Projects

- Andy Romano Beachfront Park – The Consultant has submitted 60% plans to the FDEP, and City SPRC for permitting. The consultant has also met with the FDOT to discuss the project prior to submitting for the driveway and drainage connection permit.
- SR40 Sidewalk / Trail Phase III - This project has been advertised. Copies of advertisement have been requested.
- Ormond Scenic Loop Wayfinding Signage Assessment Plan - Reviewed Draft of Final Report. The City Commission will be provided a copy of the report through a disposition item on November 1st,
- Central Park Paving – Additional land survey was completed as necessary to finalize stormwater management design.
- Tomoka State Park - This project has been advertised. Copies of advertisement have been requested.
- Audible Pedestrian Signals - Held pre-bid meeting.
- SR40- Nova to A1A Interconnect - Reviewed submittals.
- Mast Arm Replacement - Reviewed final plans.
- Cassen Park Fishing Pier - Field reviewed and developed different options.
- OBSC Pop Warner Football Field – Staff is preparing a cost estimate to go with each proposal so a final decision can be made how to proceed. This will be presented as a discussion item on October 18<sup>th</sup>,
- Transfer Station Pump Station - Reviewed design plan set and resubmitted to consultant for revisions.
- 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 prepared for the fiscal year 2012 resurfacing program. Roadway candidates are being inventoried for final consideration.
- North Halifax Dr. Improvements - Design plans are approximately 75% complete. Directional Bore plans and permitting for crossing Granada Blvd with a reclaimed watermain extension are being developed.
- Cardinal Beach Approach – The proposed design was reviewed by the County without comment. Staff will acquire the necessary County ROW permit. This project will be installed after the new lifeguard station is built by the County (Spring / Summer 2012).
- Nova Road Tree Relocation - Staff is soliciting written quotations to transplant and modify the existing median irrigation. This work must be completed by 12/1/2011.
- Side Street Lighting Conversion – Staff is testing a sample fixture that has been installed on Tomoka Avenue by the library entrance.

- Wooden Pedestrian Walkway Lighting Replacement - Staff has temporarily placed this work on hold as the handrail and decking replacement must be completed first. The project materials are currently being stored at the PW facility. Staff installed four replacement poles and fixtures on the Fortunato Pier as no renovation is scheduled for the pier.
- Stormwater Study – FEMA has approved the inclusion of the Phase I recommendations into the existing approved HMGP grant for Hand Avenue.
- John Anderson Drive – The City Commission directed staff to delete the sidewalk, design 10 foot lanes, and include high back Type F curbing. Staff is negotiating with the consultant on the costs that were submitted for revising the design plans in accordance with the revised scope of work and also the additional costs the consultant incurred for preparing the design alternatives that were presented to the City Commission.
- 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 Consultant Engineer is now finalizing plans for bidding.
- Wilmette Avenue Bypass Pump Station – FEMA approved the Phase I (Design) for the bypass pump station facility at Wilmette by Thompson Creek. This project would 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 storm event. Sent final plans to FEMA for approval. Modification No.1 to the agreement will be presented to the CC at Nov. 1<sup>st</sup> meeting to reallocate a portion of the Phase 2 construction cost to the Phase 1 design cost and extend the performance period.

#### Department Activities

##### Administration

- Additional groundwater testing and monitoring report for the Nova Landfill has been prepared for the FDEP.
- Prepared work authorizations totaling \$282,634
- Obtained three quotes for CCTV mini dome, 500 n 36x, network switch and DVR.
- Conducted observation and prepare report on Tomoka Elementary to Methodist church crosswalk.
- Reviewed radar on Riverside Dr in front of Rockefeller and submitted recommendations.
- Completed a topographic survey of Central Park Ph 1 per Zev Cohen request.
- Created a city wide 2" watermain map to reflect priority of replacement needs.

##### Customer Service

- Field verified property line measurements at 95 Hickory Hills Dr. for citizen complaint per Streets Division request.
- Completed tree locate at 62 S. Orchard per Neighborhood Improvement request.

##### Meetings

- Held pre-bid meeting for Audible Pedestrian Signals.
- Met with Architect to look at the MacDonald House and Ames House in order for the Architect to prepare a proposal for design of required improvements and development of cost estimates for the repair work.

##### Other

- 16 projects were inspected.
- Created construction plan set drawings based on our survey data for Central Parks Phase 1 and 4 proposed paving project.

- Environmental Management

- Street Maintenance

- Asphalt / Concrete

- Repaired sidewalks on N. Orchard St. and on N. Beach St.
- Asphalt repair for the Water Department on Aqua Vista Dr.
- Put down asphalt at N. Orchard & SR40
- Limerock utility cut on New Britain Ave.
- Concreted around a light pole on SR40 in front of the Bank of America

- 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
- Trimmed on Knollwood in Hidden Hills, Clyde Morris, various ROW sidewalks, 400 N. Halifax, Greenwood, Cordova and Yonge St.
- Cleaned up debris on Oceanshore Blvd.
- Delivered fence for Oktoberfest at Prince of Peace Church
- Tree removal on Buena Vista at Plaza Grande

- 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
- Assisted Wastewater with traffic control on SR40 at Orchard
- Put down 4 yds. of shell in low spots at Ames Park
- Spread shell in low spots at Nova Recreation
- Disposed of bee filled tree trunk at 40 N. St. Andrews
- Assisted with fence installation at Prince of Peace on Nova Rd.
- Department of Transportation (DOT) weed control on Nova Rd.
- ROW trimming at various locations
- Assisted Sign Shop with lane closure for Water Plant at SR40

- Sign Shop

- Repaired or replaced signs at the following locations:
  - 55 N. Ridgewood Ave., replaced a bent post & 25 MPH sign hit by a vehicle
  - NW Neptune Ave. & Oceanshore Blvd., straightened a "No Parking" sign post
  - 402 Oceanshore Blvd., picked up a FDOT sign post. Sent a fax for them to repair it
  - 501 N. Orchard St., replaced missing stainless steel bolts & nuts on the pedestrian crossing sign
  - City Hall, added "No Parking" signs & new posts to the "Reserved Parking" spaces for the City Manager and Mayor
- Citywide inspection of stops signs & speed limit signs to determine signs that need to be replaced

- Tuesday, 10/4/11, met with the Water Plant employees on SR40 at Chelsea Pl. concerning the lane closure set up scheduled for 10/6/11 at 10:00 a.m.
- Loaned a variety of traffic signs to the Leisure Services Department for the Employee Health Fair on Friday, 10/7/11
- Delivered (40) reflective cones to the Prince of Peace Oktoberfest for the police to use for traffic control

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Inspected and cleaned inlets in Zones 1, 2, and 3
- Vacon – 932 Northbrook Drive
- Assisted Street Department with concrete clean up on US1
- Assisted Building Maintenance at Casements Pond
- Cleaned pond at Lakebridge
- Reachout Mowing – Nova Ponds, SR40 ditches and N. Center Street
- Sprayed on US1
- DOT ditch inspection – SR40

Street Sweeping - Streetsweeper

- 104.7 miles of road cleaned
- 25.5 cubic yards of debris removed (This was for 4 days)

- Fleet

Mileage Traveled by all City Departments for the week  
28,465

PM Services completed for the week:

Emergency—Vehicles and Equipment  
18

Non-Emergency Vehicles and Equipment  
17

Road Calls for the week:

2

Accidents for the week:

1-Fire Department  
#053

Quick Fleet Facts:

- Fleet has 7,217 gallons of unleaded fuel 4,168 gallons of diesel fuel on hand.
- Fleet completed 66 work orders this week.

- Utilities

Projects Summary

- Response to 2<sup>nd</sup> request for information (RAI #2) for the City's Consumptive Use Permit (CUP) Compliance Report at SJRWMD.
- Chemical Bids –Purchase Orders are being prepared to awarded vendors for upcoming year water and wastewater plant chemical purchases.
- Concentrate Disposal Study – Conductivity was determined to be a more accurate representation of water in the reuse tank system-wide because there is no degradation of value with time. Results using conductivity indicate that reuse water used for plant wash

- down is also typical of the reclaimed water stored in the tank. Daily measurements of conductivity and chlorine residuals at the plant and storage tank are being taken. Compiled results are sent to the consultant.
- A proposal from McKim and Creed is under consideration for optimizing configuration of the Division Avenue well field raw water piping so it is effectively routed to the low pressure reverse osmosis process at the water plant and properly metered. The estimated cost for this proposal is \$29,690.
  - 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 – Project includes force main up sizing and conversion to reuse transmission for serving wastewater and alternative water supply irrigation needs for the Breakaway Trails and Hunters Ridge areas. Pre-bid Meeting scheduled for October 12 regarding contract bid documents with pre-qualified contractors.
  - Fire Hydrant Replacement Program – Construction is underway by contractor. Coating is peeling from some of the recently installed hydrants. The manufacturer is paying to have hydrants recoated to the City's specifications. Hydrants on Royal Palm and Peninsula Drive are being replaced this week. A hydrant schedule to be replaced next week will require the closure of the north bound lane of Riverside Drive. Notifications of road closure were sent to the appropriate agencies. Appropriate customer outage notices and precautionary boil water notices and rescissions are prepared and performed by water distribution staff.
  - Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Preparation of Change Order #2 pending outcome of pump acceptance activities ongoing at present. Pump 1 is operating; the other 2 pumps are out of commission. CenState was contacted to pull pump #2 and remove obstruction for placing back in operation to reliably support dewatering pump station force main relocation construction activities underway with Phase 2 Project. The dewatering pump station is presently being used for bypassing the influent pump station. Rerouting the force main will put the dewatering pump station out of commission until the work is completed. Adjusting pump 2 to remove rags from between the impeller and wear ring to allow the impeller to rotate seems to be the most viable option at this time. The manufacturer is researching semi-open impeller options to increase the reliability of this station. A tentative ship date is 11/12/11. 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.
  - Ormond Beach Wastewater Treatment Plant Expansion– Brasfield & Gorrie sent notification of proposed schedule to reroute the dewatering pump station force main on 10/19/11. The notification indicates an intent to claim for delay if the force main cannot be relocated due to bypass flows from the IPS remaining active. CenState has been notified to pull Pump #2 for debris removal for placing back in operation to support this effort. An auxiliary plan is also being developed to use the bypass pump, recently purchased as part of this contract to pump from the dewatering station to plant so the force main can be relocated without delaying the contractor.
  - Lift Station Repair and Replacement Project - The doors were hung on Lift Station 6M. As-built drawings were received for Lift Station OM and sent to the GIS Department. An auto cad format for Lift Station OM as-built drawings received from the consultant and sent to the GIS Department. A walk through inspection was performed at Lift Station 6M with minor trim painting remaining for work. The contractor indicated that the work will be completed this week.
  - Town Square and Lift Station 4M1 Rehabilitation –Specifications are being prepared. Flow and head loss for Towne Square Lift Station design was completed. Data forwarded to pump manufacturer (Flygt) to select a pump.

- 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: Village Business Center – The force main maintenance letter was prepared and sent to the consultant for FDEP due to upsize of forcemain under US1 for future anticipated expansion in the Pine Tree Drive area. FDEP accepted the letter and issued construction permit. Plans for Andy Romano Oceanfront Park, Dodson Creek Office Complex and 1001 Tomoka Road were received for review.
- Transfer Station Lift Station Upgrades – Final plans were received. A meeting was held with the Engineering Department to review the plans.
- Final edits of Sewer Use Ordinance underway with Legal and forwarded to FDEP for review. 2<sup>nd</sup> Reading of Ordinance 2011-37 Amend Chap 22 Section VII. Water Conservation Ordinance held Oct 4 CC Meeting.

#### Public Works – Utilities Division

- Water Distribution
  - Exchanged 14 residential water meters, replaced 7 water services
  - Responded to and/or repaired 8 water service leaks, located a water meter for the meter readers, assisted 1 customer with misc. water issues
  - Flushed 9 cloudy water complaints, 2 low pressure complaints, replaced 3 water meter boxes
  - Tested 4 city owned backflow preventers, all tested good, Assisted Irrigation dept with the repair of a backflow preventer and plumbing serving a median.
  - Completed the notification, shutdown, and replacement of the fire hydrants at 98 & 124 Royal Palm Dr, and 825 Peninsula Dr. Completed measuring depth of 40 fire hydrants for the 2012 fire hydrant replacement program
  - Repaired 3- 2" water main leaks on Royal Dune Cir, Carol Rd, and Ocean Shore Dr
  - Flushed Chelsea Place Subdivision, Windward Lane, Royal Palm Dr, Peninsula Dr, rebuild the permanent flushing device on Lake Isle Way
  - Installed 5 isolation valves and connected 2" mains together on Arroyo Parkway and Cordova Ave to assist with the future tie-in to the new water main in this area
  - Due to a complaint of low pressure at 11 Indianhead Lane, a cross connection between a well and the potable water service was found. The water service has been shut off and the customer (out-of-town) will be responsible for severing the connection before the water service can be resumed.
  - Rescind the boil water alert due to shut downs for fire hydrant replacement on Harvard Dr and S Beach St
- Water Treatment
  - Delivered to the City 34.846 million gallons for the week ending Oct 2, 2011 (4.978 MGD)
  - Backwashed 8 filters for a total of 346,000 gallons backwash water.
  - Produced and hauled 54 wet tons of dewatered sludge.
  - Operated north & south plant generators for routine PM.
  - Sampled and cleared for rescinding to Precautionary Boil Water notices.
  - Submitted FDEP Certificate of Delivery to Customers – Lead & Copper
- Waste Water Collection - Reuse
  - Responded to five low pressure system trouble calls and five trouble calls in town.
  - Repaired cleanout at 8 Rocky Ridge.
  - Replaced cleanout cap at 111 Ocean Terr.
  - Rehabbed one pep tank at 14 Lake Vista Way.

- Flushed reuse mains on beach side.
- Cleaned and televised 3,000 of sewer main.
- Lake Bridge sewer system - performing I & I inspection.
- Read all irrigation system meters at Hunter's Ridge and BAT Plant daily.
  
- Waste Water Treatment
  - Domestic and Industrial Wastewater flow was 33.76 Million Gallons.
  - Produced 13.48 Million Gallons of Reuse.
  - Produced 20.28 Million Gallons of Surface Water Discharge.
  - Influent flows average for the week is 4.82 MGD, plant designed for 6 MGD
  - Hauled tons of sludge 144.04 (14%-18% Solids).
  - Ground Water Monitoring sampling completed
  - 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
    - Aligned the #1 Slaker lime feed belt.
    - Installing "No Trespassing" signs on wells.
    - Procured quotes and sent PO requests for 8" RO system pipe repair, Flow Meter 4-20 ma cards for well flow meters and shaft alignment tool.
    - Primed the fluoride pump, after several days running we replaced with new pump from inventory, due to losing prime constantly, rebuilt with new diaphragm and placed back in inventory.
    - Well 6 at Water plant which is used for sampling only failed due to bad motor.
    - Cleaned trough and 6" piping on both Claricones.
    - Conducted Interviews for the replacement Plant Pump Mechanic position – selected desired candidate.
    - 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.
  
  - Wastewater Plant – Lift Stations – Reuse System
    - Deragg Influent Pump #1. Pump numbers 2 and 3 remain out of service
    - Changed VFD drive controller at 7M1 liftstation.
    - Repaired motor power feed line at post Anoxic 2-2 mixer due to mounting hardware breaking.
    - Checked polymer pump at Centrifuge, all working good.
    - Checked all wells at B.A.T. and Shadow Crossings, all functioning properly.
    - Spanish Waters – check customer complaint of high force main pressure at 50psi – found nothing wrong at station – pumps working fine – force main pressure station = 28psi – this is normal pressure at this force main.
    - Post Anoxic #1-1 – replace broken mounting hardware
    - Fermentation Mixer #6 – assist operators deragging shaft – replace motor
    - SCADA liftstation repair to 13 stations.
    - Assisted contractors with plant rehab activities
    - Assisted operations staff cleaning tele-valves on clarifiers.
    - Performed PM Service to all plant equipment.
    - Deragg 4 submersible aerators.
    - Monthly PM's to 30 lift stations (cleaned and deodorized) also continuing with monthly valve exercise program.
    - Annual PM's at 7 stations( Pull pumps, etc)

- Utilities Division completed 127 work orders as reported in MP2 computerized maintenance management system, of which 99 were PM work requests and 28 were repair work orders.