

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: September 28, 2012

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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 staff meeting with directors
- Weekly meetings with City Attorney, and City Clerk
- Bi-weekly meeting with Police Chief
- Reviewed State of the City with Mayor and staff
- Met with Planning Director to discuss joint Commission and Planning Board workshop on October 1<sup>st</sup>.
- Met with City staff regarding landscape contracts.

Spoke to, attended and/or met with:

- Volunteered for Chamber Event, King of the Grill
- Attended United Way Board of Directors and Sector Leader meetings
- Attended State of the City
- Met with City staff and Paul Duncan regarding his concerns on his property ownership and City property ownership on So. Old Kings
- Phone call to Mrs. Dipolito regarding the vacant property at 794 Hand Ave.
- Work day with Neighborhood Improvement – worked with Code Enforcement Officer Chris Mason.
- Conference call with City staff and Linda Shelley, Attorney, Fowler White Boggs, regarding Ormond Crossings
- Met with City staff and Commissioner Kent on fluoride testing standards
- Agenda meeting with Commissioner Boehm

### **Community Development**

- Planning
  - Staff attended the following meetings this week:
    - Planning Director met with FDOT and their consultant regarding SR40 PD&E Study.
    - Planning Director met with Commercial brokers chosen by the property owner to sell Hunter's Ridge
    - Planning Director met with Commissioner Kent regarding the Telecommunication amendment.
    - Planning Director met with Julia Truilo, Executive Director of Main Street, to discuss the approved contract for FY 2012-13.
    - Planning Director attended the State of the City Address luncheon.
    - Planning Director met with the City Manager regarding the Joint Workshop between the Planning Board and City Commission.
    - Planning Director participated in a telephone conference meeting with Linda Shelly, City Administration, and Joe Mannarino regarding the Ormond Crossings MDP.

- A public meeting for the expansion of the Granada Economic Opportunity Zone has been established for October 24, 2012, at 6:00 pm at The Casements. The expansion includes the CRA area east of the bridge to A1A.
- Staff has set up a dedicated telephone line to field phone calls from residents and businesses who received an individual notice regarding the US1 Finding of Necessity that will go to the Planning Board in October as a public hearing. Overwhelmingly the residents and businesses support the City's efforts regarding the CRA designation of US1.
- Building Inspections, Permitting & Licensing
  - Issued 58 permits with a total valuation of \$647,533.00
  - Conducted 205 inspections
  - Issued 4 new business tax receipts
- Development Review
  - SPRC had no new items not already reported on in previous reports.

### **Economic Development**

#### Economic Development

##### Ormond Crossings

- The Planning Board held a workshop on June 18 for staff to present the proposed Master Plan and design standards documents. The Legal Department staff is reviewing the material presented at the workshop and a public hearing with the Planning Board will be scheduled as soon as possible. Following the meeting with the Planning Board, staff will present the finding to the City Commission for review and approval.

##### Airport Business Park

- Staff is working with existing businesses on possible expansion projects. The property search includes both existing commercial and industrial space and preparing conceptual plans for the use of the available City land located along West Tower Circle in the Business Park.
- Staff met with representatives of Florida Power and Light to determine ways to reduce power issues in the Park during moderate to heavy wind events. Staff walked the power line easement with FPL representatives to determine the area of vegetation clearing necessary to reduce power interruptions to the businesses in the Park. FPL has agreed to vegetation trimming. FP&L has completed their tree trimming along the power lines and they expect to notify the City and businesses of long term solutions to the ongoing incidents of power disruptions.

##### 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 meets monthly with members of the Main Street Economic Restructuring Committee to discuss potential development opportunities in the district. Discussions include identifying potential development sites and business uses within the CRA district. Staff visited the City of Delray with representatives of Main Street to learn more about the Delray CRA economic development incentive programs. Staff presented the information on the economic development incentive programs used by the City of Delray CRA to the Main Street committee. Staff is in the process of preparing draft economic development incentive programs that would cover the downtown and citywide economic development projects. The incentive program will be presented to the Main Street Board and City Commission when completed.

##### Prospective Business Attraction/Retention/Expansion

- Staff attended the two day International Council of Shopping Center's annual trade show in Orlando. The marketing material prepared for the trade show was distributed to various

retailers and developers. Staff has transmitted Prospect Referral forms to the City's real estate representatives and property owners requesting suitable sites for ICSC retail prospects.

- Staff continues to be in contact the property owners and their real estate broker of the Food Lion along East Granada Boulevard to discuss possible users of the property and any assistance the City can provide to attract a replacement grocery store at that location. The broker is in discussion with other food grocers to reuse the property. Staff has been responding to multiple emails from the community regarding their recommendations for the reuse of the Food Lion property.

#### Airport Operation and Development

- Staff worked with Halifax Paving, the successful bidder for the Taxiway Alpha Relocation & General Airfield Improvements Project, to prepare and submit a formal construction contract to the City this week. A grant agreement between the City and the Federal Aviation Administration to fund construction of the project was approved and executed during the September 18<sup>th</sup> meeting of the City Commission. The contract with Halifax Paving will be presented to the City Commission for approval at their meeting on October 16<sup>th</sup>.
- Staff has requested and received extensions of two Joint Participation Agreements (JPAs) between the City and FDOT which provide State funding for elements of the Taxiway Alpha Relocation & General Airfield Improvements Project and upgrades to security lighting systems at the airport.
- Staff is working with the FAA Orlando Airports District Office to survey airport tenants and users regarding airspace issues related to FAA approval of the proposed TowerCom communications tower site at the airport.
- Staff is working to prepare materials requested by the firm of Slack, Johnston & Magenheimer, Inc. which are required to finalize an appraisal and initial valuation of certain airport parcels. Appraisal activities should be complete by mid-October.
- Staff met with the Air Traffic Control Tower Manager and representatives of Austin Outdoors to coordinate procedures for routine mowing of the infields and other turf areas of the airport. Austin Outdoors will assume this responsibility effective October 1<sup>st</sup>.
- Staff worked with Austin Outdoors to conduct herbicide application to the impervious surfaces at the airport this week, including all taxiway and runway shoulder areas, ramps, taxi lanes, and auxiliary surfaces.
- Kathy Harper Painting conducted roof repair work at the air traffic control tower this week.

#### Finance/Budget/Utility Billing Services

- On-going Projects
  - Preparation of year-end audit.
- Completed Projects - Weekly
  - Processed 34 Journal Entry Batches (# 4967 – 5076).
  - Approved 20 Purchase Requisitions totaling \$92,513.36.
  - Issued 27 Purchase Orders totaling \$181,248.89.
  - Held pre-bid meeting for Bid No. 2012-26, Concentrate Monitoring and Disinfection Upgrades, on 09/20/2012.
  - Advertised RFP No. 2012-29, Aquatic Weed Maintenance and Ditch Cleaning, in the News Journal and posted to DemandStar on 09/23/2012.
  - Prepared 154 Accounts Payable checks totaling \$679,360.81 and 30 Accounts Payable EFT payments totaling \$969,874.30.
  - Processed 3,636 cash receipts totaling \$1,938,960.65.
  - Processed 3 utility bill payments through ACH totaling \$183.30.
  - Processed and issued 8,238 utility bills with billed consumption of water of 54,031k.
  - Issued 171 past due notices on utility accounts.

Grants/PIO

- Public Information
  - Press Releases
    - Open Gymnastics Workout
    - Nova Community Center – New Hours
    - Movies on the Halifax – Friday, October 5<sup>th</sup>
    - Ormond Beach Gymnastics Offers New Programs
  - Other
    - Citizen Contacts
    - Media Contacts
    - Added to and updated items in News & Announcements and other pages on the City's website.
    - Attended State of the City
    - Completed Employee Newsletter for October
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - Submitted FRDAP applications for Nova Community Park and Ormond Beach Sports Complex

**Fire Department**

Weekly Statistics

- Fires: 5
- Fire Alarms: 7
- Hazardous: 3
- EMS: 59
- Motor Vehicle Accidents: 8
- Public Assists: 37

**TOTAL CALLS: 119**

- Aid provided to other agencies: 14 calls – Volusia County (7), Daytona Beach (6), Holly Hill (1)
- Total staff hours provided to other agencies: 10
- # of overlapping calls: 20
- # of personnel sent with EVAC to assist with patient care during hospital transport: 1
- Total EMS patients treated: 40

Training Hours

- EMT Refresher: 10
- Incident Command: 17
- Search and Rescue: 7

**TOTAL TRAINING HOURS: 34**

Station Activities

- Updated 16 pre-fire plans
- Conducted 3 fire inspections
- Inspected 183 fire hydrants
- Conducted presentation on fire safety at Children's House Montessori – 55 children in attendance.
- Participated in Chamber of Commerce event at Rockefeller Gardens. Provided public education materials to the public.

### Significant Incidents

- 9/17/12, 6:52 AM: Nova Rd. / 8<sup>th</sup> St. – Structure Fire – Provided automatic aid to Volusia County – commercial shopping plaza with pizza restaurant heavily involved upon arrival – utilized thermal imaging camera to check for fire extension – conducted search and rescue – cleared scene at 7:37 AM.

### Human Resources

#### Staffing Update

- Job Requisitions
  - Public Works Department/Wastewater-Maintenance Worker II
  - Public Works Department/Water Distribution-Maintenance Worker II
- Approved/Active Recruitment
  - Public Works Department/Wastewater Plant – Treatment Plant Operator “A”, “B” or “C” (re-advertised the position) advertised on City web site and will remain open until filled. A total of seven (7) applications have been forwarded to department for review. Division has asked HR to remove ad from website in anticipation of re-evaluating the current position needs of the division.
  - Public Works Department/Engineering – Civil Engineer position was advertised on the Florida Engineering Society web site and the City web site on 06-01-12 and will remain open until filled. Twenty (20) applications have been received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review. Interviews were conducted with four (4) candidates on 07-13-12. Re-advertised on the Florida Engineering Society (FES) web site and the American Public Works Association (AWPA) web site on 08-23-12 as open until filled. Twenty (20) additional applications have been received and forwarded to the department for review.
  - Leisure Services Department/Community Events - PT Community Events Technician has been advertised and will remain open until filled. A total of seven (7) applications have been received and forwarded to the department for review.
  - Leisure Services Department – Performing Arts Center – PT Custodian has been re-advertised 08-28-12 with a closing date of 09-14-12. A total of eight (8) applications have been received, entered on the applicant tracking sheet, copied and forwarded to the department for review.
  - Police Department – Police Officer position was advertised on 09-17-12 on the Florida Police Chief’s web site and the City web site and will close on 10-05-12.
- Screening/Interviews Scheduled
  - Leisure Services/Recreation (Sports) - Part Time Recreation Leader. Part Time Recreation Leader position was advertised on the City web site with a closing date of 03-23-12. Seven (7) applications were received, and interviews have been conducted. Selected applicant did not pass pre-employment processing. On 06-06-12 this position was re-advertised with a closing date of 06-22-12. Four (4) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review. Interviews have been scheduled.
  - City Attorney’s Office – Paralegal position has been advertised on the City web site and in-house on 08-24-12 with a closing date of 08-31-12. Eleven (11) applications have been received and forwarded to the department for review. Department requested we re-advertise position for an additional week to create a bigger pool of applicants. Six (6) additional applications have been received, recorded on the applicant tracking sheet, copied and forwarded to the department for review.
  - Leisure Services Department/Athletic Fields Maintenance – The Maintenance Worker III position has been advertised on the City web site and in-house on 08-22-12 with a closing date of 08-31-12. Twenty-seven (27) applications have been received, entered

on the applicant tracking sheet, copied and forwarded to the department for review. Interviews have been scheduled for 09-26-12.

- Public Works Department/Streets – Maintenance Worker II has been advertised with a closing date of 09-14-12. Thirty-Three (33) applications have been received, entered on the applicant tracking sheet, copied and forwarded to the department for review. Interviews have been scheduled.
- Background/Reference Checks
  - Finance Department – A Meter Reader candidate has been selected and will begin pre-employment processing on 09-26-12.
- Job Offers
  - Leisure Services Department/Recreation – A Part Time Recreation Leader (SONC) candidate has been selected and will begin employment on 09-21-12.
  - Finance Department – A Part Time Account Clerk II candidate has been selected and will begin employment on 09-24-12.
  - Public Works Department/Engineering – A Permit Technician candidate has been selected and will begin employment on 09-26-12.
  - Finance Department – A Meter Reader candidate has been selected and will begin employment on 10-08-12.
- Terminations/Resignations/Retirements
  - FY Attrition – M/E 8-31-12: 3.99% (excluding retirements)

#### Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program August 2012 monthly report reflects savings of \$79,701.54 for City residents in the twenty-six months that the program has been in effect in Ormond Beach. Over 1,863 residents have utilized the program during that time.

#### City Events/Employee Relations Update

- Planning has begun for Employee Appreciation Day which will be held on 10-24-12 at Rockefeller Gardens Park.

#### Risk Management Projects

- Attend Mayor's Health & Fitness Challenge meetings.
- Random drug & alcohol tests; all negative.
- Final edit of New Employee Orientation.

#### Information Technology (IT)

- Information Systems (IS)
  - Work Plan Projects
    - Email system upgrade (cloud based) – On hold until Customer Relationship Management (CRM) vendor selection is further along to address potential compatibility issues.
    - City Clerk – Document Management and Retention – In a holding pattern to see what the recommendations are from the CRM vendor selected.
    - Finance/Community Development – CRM system replacement – Reviewing additional information requested from the vendors.
    - Transparency Website – reviewing work plan received from the City of North Port, developing project work plan.

- iSeries system (HTE Sungard Naviline) - None
  - Windows Servers: - None.
  - Networking System: - None.
  - Work Orders: - 29 New work - 48 completed - 28 in progress
  - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

|                           |        |                         |        |
|---------------------------|--------|-------------------------|--------|
| Total Inbound E-Mails     | 22,447 | Inbound E-Mails Blocked | 10,596 |
| Delivered Inbound E-Mails | 10,601 | Quarantined Messages    | 93     |
| Percentage Good Email     | 47.2%  | Virus E-Mails Blocked   | 2      |

- Notable Events: None.
- Geographical Information Systems (GIS)
  - Addressing Additions: 9 Changes: 1 Corrections: 0
  - Map/Information Requests: 17
  - Information Requests from External Organizations: 2
  - CIP Related Projects (pavement management, project tracking map): 0
  - Meter GPS locate and ID: 22,502 total, completed 2,709 (12.0%) potable 2,471, Irrigation 238
  - Notable Events: Duncan property work for the Legal department.

### Leisure Services

- Administration

Meetings attended/hosted:

  - Administrative Staff Meeting
  - Public Works Staff Meeting
  - Supervisory Staff Meeting
  - Facilities Maintenance Staff Meeting
  - State of the City luncheon
  - Park Visits
  - Environmental Learning Center meeting
  - Project ROMP Meeting
  - Agenda Item submittals
  - Project ROMP Fundraising Event
  - Complete and submit FY 11/12 Accomplishments; FY 12/13 Goals
  - Budget review
  - Interviews for Athletics Fields Maintenance III
  - Progress meeting with Austin Outdoors
  - Met with dock contractor to discuss progress of Central Park I observation deck project
  - Weekly Staff meeting with Parks, Building Maintenance and Athletic Field Foreman
  - Met with landscaping contractor to discuss concerns
  - Met with janitorial contractor to discuss concerns
  - Met with T-Ball field contractor daily to discuss progress of project
  - Met with painting contractor to discuss Rockefeller Gardens project and Airport Tower project
- Athletics
  - The Ormond Beach Shuffleboard Club continued to hold its weekly play on Monday, Wednesday, and Friday at the Sports Complex, at 1pm daily.
  - The Lady Renegades Softball competitive program practiced this week at the Softball Quad, Sports Complex, Monday through Friday evenings.
  - Ormond Beach Golden Spikes and Ormond Beach Youth Baseball and Softball Assoc. started their fall season on Monday through Friday evenings at 5:30pm at the Sports Complex and South Ormond fields.

- The Ormond Beach Soccer Club continued their fall recreational and competitive soccer practices Monday through Friday, 6pm to 8pm. Opening Day games were held this past Saturday are every Saturday through November 17<sup>th</sup>, starting at 9am.
- Pop Warner Football hosted home games (5) this weekend on Saturday at the Sports Complex, Championship Field #7.
- The City Youth Flag Football program started games this week Monday through Thursday at the Softball Quad and Kiwanis Field. Times are 5:45pm and 6:45pm.
- Punt, Pass, & Kick Competition was held Friday night at Quad #3 at 6pm.
- The City Youth Volleyball program continued this week on Wednesday and Thursday, 6pm to 8pm, at the Nova gymnasium.
- The City Adult Coed Softball League continued games this week on Tuesday and Thursday at 6:20pm, 7:30pm, and 8:40pm at the Sports Complex, Field #7. Currently, 7 teams are competing, with an 8<sup>th</sup> joining for the second half.
- The City Men's Fall Softball League continued their fall season game schedule this week at the Softball Quad, Monday and Thursday, Quad #4, 7pm and 8:15pm, with 4 teams currently competing.
- OBYBSA Recreational Softball started their fall game season this week on Monday, Tuesday and Thursday evening at 6pm. Games are held at the Sports Complex Softball Quad.
- Athletic Field Maintenance
  - Mowed South Ormond (SONC) outfield and prepped infield for games.
  - Repainted soccer fields at SONC.
  - Cleaned SONC tennis and basketball courts.
  - Tended to the infields, tennis and handball courts at Osceola Elementary school.
  - Mowed infields and outfields at Nova Park.
  - Cleaned skateboard park, tennis and handball courts at Nova Park.
  - Picked up and dropped off equipment to Fleet daily.
  - Made fuel runs for equipment.
  - Cleaned restroom, offices and lunch area of the maintenance building.
  - Mowed the baseball fields 3 times per week.
  - Continued to mow the soccer fields.
  - Continued to mow the softball fields.
  - Replaced sprinklers as necessary.
  - Cleaned Limitless playground daily.
  - Maintenance and cleaning of new entrance sign to the Airport Sports Complex.
  - Prepared all baseball and softball fields for practices daily.
  - Continued spraying pesticide on all ball fields.
  - Prepared recreational and competitive soccer fields.
  - Mowed football fields at Ormond Beach Middle School.
  - Ormond Beach Golden Spikes continue with their fall season at both Nova and the Airport sports complexes.
  - Prepped softball fields for men's and co-ed leagues.
  - Hosted the Pride football teams on Saturday.
  - Prepped soccer and football fields for weekend games.
  - Troubleshoot the main pump for soccer and baseball irrigation system.
  - Started painting field #7 for a Rugby tournament on Sunday.
  - Prepped baseball fields #1, 2, and 4 for a USSSA tournament on Saturday and Sunday.
- Senior Center
  - September classes and programming coordinated through the Council on Aging were held Monday through Friday.
  - Civil Air Patrol met on Monday from 6:30pm to 9pm.
  - Granada Squares Dance was held on Tuesday from 7pm to 9:30pm.

- Living Word Family 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 9:00am 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, Kopy Kats and CMT held regular classes.
    - Tuesday: Show Club, Theatre Workshop, Kopy Kats and CMT held regular classes.
    - Wednesday: Show Club, Kopy Kats and CMT held regular classes. Living Word Family Church met.
    - Thursday: Show Club and CMT held regular classes. Kopy Kats had show rehearsal on stage.
    - Friday: Theatre Workshop, Show Club and CMT held regular classes.
  - The Performing Arts Center is preparing to host the following event:
    - Palm Coast Swing Band, Saturday, September 29<sup>th</sup>, 2pm, \$10.
  
- South Ormond Neighborhood Center
  - Splash Pad was open daily from 10am until dusk.
  - Jazzercise classes were held Monday and Wednesday from 5:45pm to 6:45pm.
  - Free play basketball took place from 1pm until close.
  - Youth Basketball took place on Tuesday and Thursday from 5:30pm to 7pm.
  - The fitness room was open from 1pm until 9pm on weekdays.
  
- Community Events
  - Attended staff meeting.
  - Attended event meeting with Recreation Manager.
  - Attended Senior Games Committee Meeting.
  - For 2012 Senior Games, assisted with registration data and preparation for the Kick Off Celebration and Celebration of Athletes.
  - For the 2012 Parade, mailed Save-A-Date to potential participants, and placed the parade application on the City website.
  - Processed Employee Health Fair donation(s), mail out, and tracking of incoming donations.
  - State of the City Lunch: Set up, worked and strike of event.
  - Conducted several (ongoing) interviews for Community Events Technician position.
  - Conducted preplanning activities for a workshop on Monday, October 1<sup>st</sup> and a playground dedication on October 13<sup>th</sup>.
  - Assisted with providing equipment and supplies for Project R.O.M.P. Dance, Friday, September 28<sup>th</sup>, Nova Gym.
  - Weekly administrative tasks, office work, meetings and activities.
  
- Gymnastics
  - August/September session classes for various age groups and levels continued this week.
  - Open gym was held Monday evening.
  - Implemented two new programs to begin in October: Mommy and Me class, and Teen Developmental class.
  - Registration took place for upcoming October/November session.
  
- Nova Community Center and Special Populations
  - FitGyms conducted their personal training and tennis lessons.

- 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, ping pong, pickleball, the game room and the exercise room.
- Ms. Debby’s dance class met at various times throughout the week.
- Coed Youth Volleyball continued to practice twice per week.
- Challenger Soccer, a sports program for those with special needs ages 10 and older, was practiced in the gym because of rain on Tuesday.
- Challenger Sports of All Sorts, a new program for children ages 5 to 10 with special needs, met on Wednesday from 3pm to 4pm. The focus is to teach the basic skills needed for sports.
- Project R.O.M.P. hosted “A Magical Knight” on Friday from 6pm to 8:30pm. The proceeds of the party will be donated to the renovation project for the Magic Forest Playground.
  
- The Casements
  - Classes met this week including Pilates and Yoga.
  - Tours continued from 10am to 4pm Monday through Friday and Saturday from 10am to 11:30am.
  - The Casements Camera Club’s 32<sup>nd</sup> annual Color Show has been the exhibit for the month of September.
  - Church services were held at Bailey Riverbridge on Sunday morning.
  - The Casements Coordinator met with the President of Seaside Herb Society on Tuesday to discuss upcoming events.
  - The Casements Guild resumed their monthly general meetings this Wednesday from 9:30am to noon.
  - The Guild Crafters met in Room 205 on Thursday afternoon.
  - The Dig and Find Club met at Bailey Riverbridge on Tuesday evening.
  - The Casements staff prepared for a rental on Saturday, “Permission to Pause,” by setting up the Art Room on the second floor for the workshop.
  - “Permission to Pause” workshop was held on Saturday at The Casements from 8am to noon.
  - A bridal shower was held on Saturday at Bailey Riverbridge from 11am to 1pm.
  - The Casements held an Echo Ranger Program on Saturday from 11am to noon.
  - A wedding ceremony was held in Rockefeller Gardens on Saturday from 2pm to 6pm.
  
- Parks and Irrigation
  - Removed graffiti from Joyce Ebbets pier.
  - Repaired vandalized pickets on Joyce Ebbets pier.
  - Trimmed low hanging limbs at Sanchez Park.
  - Removed old playground equipment at Sanchez Park.
  - Removed 6x6 timbers from old sandbox at Sanchez Park.
  - Trimmed limbs and picked litter along the Althouse trail.
  - Repaired damaged deck board on the Althouse trail.
  - Assisted Irrigation Div. with repairs at Milton Pepper Park.
  - Removed graffiti from playground equipment at Milton Pepper Park.
  - Installed missing pickets at the Magic Forest playground.
  - Weekly inspections of park facilities for reservations.
  - Citywide safety inspections of parks and equipment.
  - Repaired a clogged toilet at Nova Rec.
  - Checked sod at Birthplace of Speed Park.
  - Repaired a head spraying parking area at US1 and Granada Blvd.

- Replaced a valve at Milton Pepper Park.
- Checked sprinklers and cleaned heads at Rockefeller Gardens.
- Repaired heads at Cassen Park.
- Repaired a stuck valve on A1A medians.
- Repaired leaks on US1 medians.
- Repaired a broken head and ran the system on a Granada Blvd. median.
- Checked the system and repaired broken heads at Ormond Elementary School parking lot.
- **Building Maintenance**
  - Weekly inspection of airfield lighting and signage.
  - Daily preventive maintenance of City vehicles and equipment.
  - Checked on installation of A/C unit at the Wastewater Treatment Plant.
  - Oversaw augmentation of insulation to ducts work at fire station #94.
  - Started maintenance of ice machines City wide.
  - Installed a 16' gate at Tomoka Ave. retention pond.
  - Repaired a door closure at Water Distribution.
  - Met the roof contractor for the Museum roof leak.
  - Repaired a door closure at the Museum.
  - Picked up, delivered and installed new dishwasher and removed old dishwasher at The Casements.
  - Repaired a door knob at The Casements carriage house.
  - Picked up scaffolding from SONC.
  - Replaced a windsock at the airport.
  - Repaired a runway light at the airport.
  - Repaired an inset taxiway light.
  - Packaged old bulbs for recycle pickup.
  - Replaced the jail cell door electric lock at the Police Dept.
  - Added a new plug and circuit for the stove at the Museum.
  - Relocated light switches in the Commission Chambers at City Hall.
  - Repaired the toilet tank at lift station M5.
  - Repaired the wall mount toilet in the men's room at Public Works.

### **Police Department**

#### **Administrative Services**

- Attended the State of the City Luncheon
- Provided in-house Quarterly Training to officers
- Citizen Police Academy Alumni Association presented two officers with Officer of The Quarter Awards
- Shift bid process for 2013 initiated
- DEA Prescription Drug Take-Back program scheduled for this Saturday, September 29<sup>th</sup> at the lobby of the police station between 10:00 A.M. and 2:00 P.M.

#### **Community Outreach**

- PAL programs begin in October
- DARE classes have begun in some of the elementary schools.

#### **Criminal Investigations**

- Cases Assigned: 19
- Cases Cleared by Arrest/Complaint Affidavit: 4
- Cases Exceptionally Cleared: 2
- Inactive: 10
- Fraud: 3
- Burglary Business: 2

- Burglary Residential: 4
- Grand Theft: 5
- Offense Against Family/Department of Children & Family Reports: 1
- Missing Persons: 1
- Recovered Missing Persons: 1
- Narcotics:
  - Six Buy Walks
  - Five Buy Walk Attempts
  - One Search Warrant

Comments:

- Residential Burglary: Two subjects have been identified in a residential burglary on 116 Riverside Dr. The subjects were also responsible for the theft of an assault rifle from a vehicle in Daytona. Rifle recovered. Arrest warrants being obtained.
- Vehicle Burglary: Subject was observed stealing a back pack blower out of a locked utility trailer after he cut the lock from the trailer. Subject was arrested and is being questioned on other similar type thefts in the area. Charges have been filed.

Community Service/Animal Service

- Animal Calls: 53
- Animal Reports: 6
- Animal Traps: 4
- Animal Licenses: 4
- Animals to Flagler Humane Society: 5
  - Dogs: 1
  - Cats: 4
- Notice of Violation: 1
- Animal Citations: 1
- Alarm Citations: 1
- CSOs to meet with Halifax Humane Society regarding the new Animal Services Contract.

Records

- Walk - Ins / Window 121
- Phone Calls 196
- Arrest / NTA'S 17
- Citations Issued 137
- Citations Entered 115
- Reports Generated 123
- Reports Entered 152
- Mail / Faxes / Request 43

Patrol

- Total Calls 1,679
- Total Traffic Stops 306

Operations

Crime Opportunity Reporting Forms issued: 98

9-20-12 Shoplifting at Walmart 1521 W. Granada Bv. A suspect stole a bicycle and rode it out of the store eluding capture by security staff.

9-20-12 Attempted Burglary at 640 N. Nova Rd. Unknown person(s) tried to break into storage shed at the apartments.

9-20-12 Fraud at 1454 W. Granada Bv. Bank of America. A customer had their account fraudulently accessed.  
9-21-12 Burglary at 116 Riverside Dr. Four young males were seen leaving the area in a Cadillac.  
9-21-12 Burglary at 18 Riverview Dr. Air compressor and a pressure washer were stolen from an open garage.  
9-21-12 Grand Theft at 101 Heritage Cir. A bicycle and a scooter were stolen from outside of the home.  
9-21-12 Grand Theft at 126 N. Nova Rd. I-Phone was stolen.  
9-22-12 Bank Robbery at 699 S. Nova Rd. Bank of America. Suspect was apprehended a short time later. Money stolen in the robbery and the suspect's weapon were recovered.  
9-22-12 Burglary at 69 S. Atlantic Ave. A laptop, debit cards, and cash stolen.  
9-22-12 Burglary at 197 Greenwood Ave. 5 surfboards taken from a shed.  
9-22-12 Grand Theft at 265 S. Center St. A Leaf blower was stolen from a locked trailer after forced entry, suspect identified and arrested.  
9-22-12 Disturbance at 600 John Anderson Dr. A fight between mother and daughter resulted in the daughter being arrested for domestic violence.  
9-23-12 Theft at 20 Old Port Circle. A concrete yard decoration was stolen.  
9-23-12 Theft at 176 Division Ave. South Ormond Neighborhood Center, A bicycle was stolen.  
9-23-12 Disturbance at 1212 Vanderbilt Dr. The husband was arrested for domestic violence.  
9-24-12 Grand Theft at 555 W. Granada Bv. An air conditioning unit was stolen.  
9-25-12 Car Burglary at 242 Benjamin Dr. Change stolen from an unlocked car.  
9-25-12 Strong Arm Robbery at 485 S. Atlantic Ave. A guest was robbed by persons who gave him a ride to the motel from Daytona.  
9-26-12 Disturbance at the Kangaroo Station at I-95 and SR-40, one arrest for open alcohol container.

#### Traffic Unit

- 12-09-00429, Crash w/Injury, SR 5A / Wilmette Avenue. Vehicle turned left in front of northbound traffic and was struck. The impact forced the vehicles into a third vehicle. Partial road blockage northbound. Injuries were minor.
- Traffic Light Out, US 1 / Wilmette Avenue. Saturday morning, traffic signals malfunctioning / conflicting patterns. Intersection worked manually for about one hour. VC Traffic Engineering responded and completed repairs.
- Speed survey on Rio Pinar Trail after complaint. 1,167 vehicles recorded over a 24 hour period. Average speed recorded was 25 MPH.
- Biketoberfest operations plan approved.
- Traffic Citations Issues 67
- Crash - No Injuries 12
- Crash – With Injury 1
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
  - Self-Initiated Enforcement Locations:
    - Central Park Corridor
      - Fleming Avenue
      - Hand Avenue (including detour routes)
      - Division Avenue
      - School Zones
      - N. US 1
      - N. Beach Street
  - Enforced Complaints:
    - John Anderson Drive
    - Clyde Morris Blvd.
    - Ormond Lakes
    - Rio Pinar Trail
    - Riverside Drive

- Beach Street

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 6 Cases Initiated
- Zone 2: 4 Cases initiated
- Zone 3: 3 Cases initiated
- Zone 4: 2 Case initiated
- 24 signs have either been removed or sign cases created.
- 16 tree removal permit requests
- Administrative staff assisted with thirty-seven (37) 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.

Zone 1:

- 1) 166 N. Beach Street – Received a complaint that the owner of this property has erected a fence that may have been located on the City park to the south. The fence is not located on City property. A notice of violation was issued on September 19<sup>th</sup> providing the owner 20 days to obtain a permit.
- 2) 153 E. Lindenwood Circle – Received a complaint about the condition of the residence. The property is in foreclosure. The gutter system is in disrepair. There is probably some fascia work that needs to be done. There is also a torn tarp located partially on the roof to the rear portion of the residence and partially on the ground. NID will process cases with regard to registration of the property and use of tarp for an extended period of time. No other issues can be addressed at this time. The roof repair is scheduled to be completed by August 22, 2012. Repairs have not been made. A \$50 citation and notice of hearing has been issued. This case will be presented to the special magistrate on Sept. 24, 2012. The tarp has been removed and roof repaired. The \$50 citation and costs associated with the hearing are still outstanding. Those costs may ultimately become a lien against the property. No further reports will be provided.
- 3) 152 Dix Avenue – A complaint was received with regard to two addresses in that they are occupied by Wyo-Tech students and that there appear to be permit issues with regard to building conversions. The only violation that exists is renovation work done on 152 Dix Avenue without benefit of a permit. A notice of violation was issued providing 30 days from receipt to have the violation corrected. The letter was signed for on June 28<sup>th</sup>. The owner has until the end of July to obtain permits or change the detached structure back to a garage. Permits may also be required to make any further changes to this structure. The owner has stopped cooperating with staff. A citation of \$100 and notice of hearing has been issued to the property owner for the illegal conversion of accessory building. This case is scheduled for the Special Magistrate hearing on September 24, 2012. The Special Magistrate provided the respondent a 60 day continuance as requested due to medical reasons.

Zone 2:

- 1) 794 Hand Ave. – Received a complaint about mosquito breeding in the swimming pool. The owner of the house is deceased. The house is vacant and staff has learned that GMAC is the lending institution responsible for the maintenance of the property. Staff visited the site and found the pool gate open. Staff secured the gate and has contacted mosquito control on behalf of the complainant. The yard is in need of maintenance. Staff will issue a notice to the bank to register the property and maintain the site.

- 2) 144 S. Ridgewood Ave. – This is a site maintenance case dealing with outside storage of personal property. The owner has long since been notified and has made some effort to clean the property yet there is still a significant amount of storage remaining. A \$50 citation and notice of hearing has been issued. This case will be presented to the special magistrate on Sept. 24, 2012. The owner attended the hearing. The owner was given 60 days to achieve compliance and to pay the \$50 citation and costs to process the case. Failure to comply will result in a \$25 daily accruing fine.
- 3) 301 S. Ridgewood Ave. – C. Wright Landscaping, Inc. is being operated from this property. A Home Occupational License exists. The owner is in violation of the conditions of the home occupation license in that a boom truck, wood chipper, and stump grinder were observed in the driveway. A notice of violation has been previously issued. A citation and notice of hearing were generated on July 25, 2012. This case has been rescheduled from the August 27, 2012 special magistrate hearing to Sept. 24, 2012. The property was brought into compliance and the citation paid. No further action required.

### **Public Works**

- **Engineering**
  - **Construction Projects:**
    - **Roadway Resurfacing** - The contractor is preparing a schedule for resurfacing the City Hall Parking Lot.
    - **Transfer Station Pump Station**- Reviewed shop submittals.
    - **Airport Rd. Forcemain Extension/Reclaimed Water Main Extension** – Installation of the 24-inch reclaimed watermain subaqueous crossing along North US1 at the Halifax River was completed. The horizontal directional drill was approximately 1,300 feet long.
    - **North Halifax Dr. Improvements**- The project bid was awarded and the contracts are being prepared.
    - **Central Park Paving** – Held pre-construction meeting. Contractor is preparing submittals including schedule. The public will be informed of parking lot closure, once construction schedule has been finalized.
    - **Tymber Creek Phase I** – Volusia County is preparing award of bid. Construction start is being considered for January 2013.
    - **US1 & Nova Road Turn Lane** – The project is substantially complete. FDOT is managing this project.
    - **Sanchez Park Playground** – The contractor started installation on Monday as scheduled. Construction of the playground, fence and sidewalk should be completed by October 5<sup>th</sup>.
    - **OBSC T-Ball Fields** – The contractor is on schedule to installed sod. The project is 90% complete.
    - **Side Street Lighting Conversion** – Bid has been awarded and contract is in process of being completed.
    - **Andy Romano Beachfront Park** – The contractor has completed masonry work on the restroom/concession facility and has formed the tie-beams. Construction of three pavilions has been completed. Other site work is on-going as well.
    - **Hand Avenue** – Roadwork is nearing completion on the first phase of construction at the east end of Hand Avenue. The contractor anticipates opening this section on schedule. On Monday August 20<sup>th</sup> the contractor began work on the phase 2 work area which closed Hand Avenue from Nova Road to Oak Brook Drive and begin utility work on that phase.
    - **Wastewater Treatment Plant Expansion and Rehabilitation** – Work has been completed on Clarifier 4, Carrousel/Reaeration blowers, RAS/WAS Pump Station, Acetic Acid Feed Structure, Electrical Building and generator, Screw Pumps, and Chlorine Contact Tank. The contractor is working on the carousel treatment trains, effluent pumps, and administration building. The contractor has indicated their intent to keep two crews

working throughout the project which will accelerate the project's completion by 78 days. Operator training on completed components is on-going.

Design Projects:

- Mainland 2-inch Water Main Replacement - Staff is reviewing 60% design plans.
- North Peninsula 2-inch Water Main Replacement - Held 60% design review meeting. A meeting with the affected residents to introduce the project to the public was held on September 26<sup>th</sup> at The Casements.
- South Peninsula 2-inch Water Main Replacement - Reviewed design plans for south peninsula area. A meeting with the affected residents to introduce the project to the public was held on September 19<sup>th</sup> at The Casements.
- Granada Underground Utilities – Staff met with the City of South Daytona to discuss their utility undergrounding project, and also talked with South Daytona's engineering/design consultant to discuss the details of the project contract procurement method used. The City's consultant is compiling all costs and agreements that will need to be approved for execution by the City Commission
- Audible Pedestrian Signals - Consultant has submitted 60% plans to FDOT. FDOT is reviewing the plans.
- SR40 Washington to Beach St - FDOT has approved the proposed street light relocation design plans for permit.
- Nova Street Light Painting - Received written quotations for street light repainting. Processing purchase order for the work.
- Nova Community Park Basketball Court – Contract award is scheduled for the October 2<sup>nd</sup> City Commission meeting.
- Nova Community Park Racquetball Court - Contract award is scheduled for the October 2<sup>nd</sup> City Commission meeting.
- Nova Community Park Master Plan - The proposed plan was presented to the Leisure Services and Quality of Life Boards for comments and recommendations.
- Downtown Banner – The project consultant is designing the proposed foundations for the banner poles at Washington Street.
- Downtown Medians – Staff received the first round of FDOT comments and is working to address for re-submission.
- John Anderson Drive- Reviewed construction cost estimate and scheduled meeting to review 90% plans. Staff is working with the consultant to value engineer the plans as the stormwater improvements have exceeded earlier cost estimates due to the number of existing utility conflicts that require relocation.
- Central Park Lake Interconnects – Division Ave. and Hammock Lane - Project to interconnect the Central Park lakes 1 & 2 and 2 & 3. SJRWMD has notified consultant that permit has been approved and will be issued. Final Plans were submitted. Staff has submitted a disposition item for October 2<sup>nd</sup> for review and approval of the bid documents.
- Riverside Drive Drainage Improvements – Received approval from FEMA for a Repetitive Flood Claim (RFC) grant which will fund 100% of the estimated cost of drainage improvements to address flooding in the rear of properties along Riverside Drive that occurred during the 2009 May storm event. FEMA will be sending the grant agreement for City Commission approval.
- 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 2009 storm event. Recently received word that FEMA has approved the Phase II portion of the grant which includes construction phase. FEMA will be sending the grant agreement for City Commission approval.

Administration:

- Calle Grande Sidewalk - Attended coordination meeting with Holly Hill, Volusia County, TPO, and FDOT to discuss the proposed sidewalk along Calle Grande and Golf Ave. The TPO will be performing a feasibility study, to be prepared by a consultant, after which the applications for grant funding will be considered.
- Held weekly progress meeting for Andy Romano Beachfront Park.
- Held weekly progress meeting for Hand Avenue Improvement project.
- Residential SWMP Permits review and filing (on-going)
- Magnolia wall measurement (on-going)
- Attended FDOT LAP project EEO Compliance workshop
- Nova Road Landfill - Reviewed site assessment supplemental report for FDEP submittal.

Other:

- Reviewed drainage plans for 432 North Beach Street and 322 Riverside Drive
- Continued research and compiling documents for the addition of the Downtown CRA Overlay District legal description, per Planning Department request.
- Researched property boundary's of Dix (Lions) Park and staked out the same per Facilities Maintenance request
- Researched and provided available watermain drawings for N A1A between Spanish Waters and Sunny Beach per Utilities Div request
- Began compiling and creating shape file drawings of utilities along N US1 right-of-way per FDOT request
- Began compiling data for upcoming topographic surveys of Lift Stations 9M and Walmart
- Copied plan sets for City Clerk

Customer Service:

- Onsite meeting with homeowner at 21 Park Ridge to determine grade and fill and fencing options in rear yard
- Environment Management
  - Street Maintenance
    - Asphalt / Concrete
      - Ground down sidewalks in Zone 8
      - Cleaned trucks & inventoried tools at Public Works Complex
      - Removed and replaced a sunken sidewalk at Saddlers Run on Sounders Trail
      - Pulled forms, made stress cuts and backfilled the sidewalk on Sounders Trail
      - Repaired a broken sidewalk for Water Department on Breakaway Trail
      - Repaired sidewalk at South Ormond Neighborhood Center
      - Assisted Building Maintenance with lights for the pathway at Memorial Gardens

Tree Crew

- Trimmed at City yards and City Hall (including Corbin St. parking lot at school).
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Maintenance of tools at Public Works Saw Shop
- Trimmed trees on Wilmette, Orchard Ave. ROW, Perrott St., Holly St., 90 Benjamin, Lincoln Ave., Mound Ave. and on Cherokee Trl.
- Removed an oak tree at Riverbend Park
- Removed a stump on Lincoln Avenue
- Removed a pine tree at 118 N. St. Andrews Dr.

- Removed a tree on Hidden Hills

#### 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
- Removed a fallen tree at Sanchez Park
- ROW trimming at citywide locations
- Assisted the concrete crew at South Ormond Neighborhood Center
- Finished putting up Streetscape banners on W. Granada Boulevard at Taco Bell & at the RR tracks

#### Sign Shop

- Repaired, replaced or installed signs at the following locations and other jobs:
  - Division Ave., replaced pedestrian crossing marker
  - Various locations, checked signs that may need attention
  - Pineland Trl. at east & west and Broadway, east – checked out damaged County signs
  - Pineland Trl. & Tymber Creed Rd., replaced a stop sign & post due to damaged
  - Riverbend Golf Club, marked for locates for installing (2) stop signs
  - Sat in on interviews to fill a Maintenance Worker II position

#### Stormwater Maintenance

##### Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Basin Cleaning – all zones due to heavy rain
- Flood Inspection – various citywide locations
- Mowing
  - Did weed eating on Bennett Ln. & at Mainsail Pump Station
- Vactor
  - System Inspection – 1124 Northside Dr., on Creekside Dr. and on Tomoka Ave.
  - 11 Marjorie Trl. – (1) basin
  - Chippingwood & Ormond Shores – line cleaning & (2) basins
  - 125 Live Oak – line cleaning

##### Street Sweeping/Streetsweeper

- 135.3 miles of road cleaned
- 23.0 cubic yards of debris removed

- Fleet  
Mileage Traveled by all City Departments for the week  
31,967

PM Services completed for the week:  
Emergency—Vehicles and Equipment  
28

Non-Emergency Vehicles and Equipment  
19

Road Calls for the week:

1

Quick Fleet Facts:

- Fleet has 13,246 gallons of unleaded and 7,258 gallons of diesel fuel on hand.
- Fuel used in one week: 1,042 gallons of unleaded and 803 gallons of diesel.
- Fleet completed 80 work orders this week.

• Utilities

- Chemical Bids –Purchase orders reflecting the new unit prices for selected vendors are being prepared.
- Concentrate Monitoring and Disinfection Upgrades – A response from Volusia County Health Department (VCHD) was received to the letter sent to them explaining the project details and purpose with plan attachments for connecting the concentrate feed line to the transfer pump discharge line. VCHD requires that two reduced pressure zone (RPZ) backflow preventers are installed on the concentrate disposal line. A mandatory pre-bid meeting was held to discuss the project. There will be two bidders. An addendum is being prepared to add the RPZs to the plans and respond to questions received during the advertising period. The bid opening is being postponed until October 12<sup>th</sup>.
- Division Avenue Well Field Raw Water Piping – Staff completed the review of McKim & Creed's completed modeling tasks for determining various theoretical chloride concentrations upon large portions of Division Avenue wells being diverted to the north end of the water plant for treatment by reverse osmosis. A meeting was held to discuss findings with the consultant. The consultant is preparing the final report.
- WWTP Dewatering Station Bypass Project – Work is scheduled to begin in October at plant site by B&G.
- Cross Connection Control (CCC) Program Management Services – Developing final CCC plan, ordinance and manual updates to meet current state regulations. Met to discuss how the CCC will affect the implementation of providing reuse to the Breakaway Trails and Hunter's Ridge Service areas. A wastewater operating permit modification is being prepared.
- Airport Road Force Main/ Reuse Main Extension – Directional drilling under the Tomoka River has been completed.
- FDOT State Road A-1-A Left Turn at Lynnhurst Drive – McKim and Creed submitted 100% design drawings for review. Received a revised set of plans from WBQ for review. Drawings are being reviewed by staff.
- Hand Avenue Extension – Roadwork is nearing completion on the first phase on construction at the east end of Hand Avenue.
- John Anderson Drive – Met with the Engineering Division to review the 90% plans. Revisions to the drainage design may be required to reduce the amount of utility conflicts. The Utilities Division also wants to replace the fire hydrants along the John Anderson corridor that are obsolete.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Pump #3 is being retrofitted with a new style impeller by the manufacturer. The retrofitted pump is expected to be installed in October. The pump fitted with the new impeller was tested and operating curves were developed. The curves are being evaluated by CDM Smith.
- Ormond Beach Wastewater Treatment Plant Expansion – The first of two carousels is being cleaned. The carousel weir gate channel is corroded and will require replacement in the near future if the gate is to remain operable. This was not part of the rehabilitation contract. Operations decided to leave the gate in place instead of installing a fixed weir. The new gate motor operators will be used at the carousel splitter box. Effluent (Reuse) transfer pumps are being installed. Operations staff is making necessary adjustments for minimizing disruption to plant stability and corresponding effluent quality. Operator training on the motor control center is scheduled this week.

- Lift Station Repair and Replacement Project – Contractor (Worsham) final pay request acceptance remains pending although no claim has been filed to date.
- North Halifax Drive Rehabilitation Reclaimed Water Main Extension – The City Commission awarded contract to P&S Paving. Contracts are being prepared.
- Rima Wells Auxiliary Power Generator – Generator upgrades proposed to provide generator power to additional two existing wells. The revised design proposal prepared by John Searcy & Associates for the project is being reviewed.
- Sanitary Sewer Pipeline Repair – Specifications to repair gravity sewer by lining are being prepared.
- Town Square, 4M1, 9M and Wal-Mart Lift Station Rehabilitation – Electrical plans and specifications were reviewed and comments sent to the consultant. Engineering is planning to survey the Walmart and 9M Lift Stations for additional force main replacement and roadway resurfacing at the lift station sites this week.
- Tymber Creek Phase 1 Utility Relocation Project – Joint Project Agreement (JPA) for this project is scheduled for consideration at October 2, 2012 City Commission meeting. Construction is scheduled to begin in January.
- Water Plant Aerator Rehabilitation – A continuing Construction Management firm will be contacted for discussing performance of the recommended rehabilitation.
- 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: Plumbing plans for the building are being researched in response to the request to sub-meter a building in Ormond Ace Plaza (Nova Road – Forest Hills Blvd). Punch lists for the Huntington Woods and Hunter's Ridge lift station were sent to the owner's representative to be addressed. As-built plans for Hunter's Ridge are being revised to address review comments.
- WWTP Sludge Conveyor System Replacement – Brasfield and Gorrie intends to perform the rehabilitation in October.
- Transfer Station Lift Station Upgrades –The pump delivery is expected in October.
- Continuing collaboration with consultant and Finance staff to discuss summary of recent small meter testing activity and meter replacement options for future consideration.
- Staff received Tri-annual Sanitary Survey results this week for Department review of City's water supply, treatment and distribution systems operations. Survey findings from FDOH reported condition and operation of the overall system to be very good with six minor deficiencies noted for corrective action. Staff is required to provide feedback on corrective actions by end of October 2012. Most findings have already been addressed or are in process as the survey was performed and verbal feedback provided earlier this year.
- Water Distribution
  - Exchanged 25 residential water meters
  - Responded to and/or repaired 7 water service leaks
  - Installed 6 new water service connections
  - Replaced 6 water services due to aged piping
  - Repaired/replaced 22 meter boxes
  - Responded to 5 low pressure and 2 cloudy water complaints
  - Assisted 3 customers with misc. water issues.
  - Tested 9 city owned backflow preventers. Installed a dual check valve on a residential water service with billing issues due to thermal expansion
  - Meter Testing: tested 4 each - 3" commercial water meters, two required repairs - retested accurate.
  - Continued city owned fire hydrant maintenance program: 20 hydrants have been checked for operation and necessary maintenance items completed.

- Utility locate service for Water/wastewater/reuse: 91 locates have been completed. Obtained and completed training on upgraded locating equipment
- Water Treatment
  - Delivered City 37.109 million gallons for week ending Sept. 16, 2012 (average daily demand for period 5.301 MGD)
  - Backwashed 13 filters for a total of 554,000 gallons backwash water.
  - Produced and hauled 54 wet tons of dewatered sludge.
  - Operated north & south plant generators for routine PM.
  - Sampled, cleared and rescinded one Precautionary Boil Water notices.
- Waste Water Collection – Reuse
  - Crews responded to six trouble calls Breakaway/Hunters Ridge PEP System service area and one in town. Total rainfall for Breakaway Trails (1.5") and Hunters Ridge (1.5") measured for period Sept. 20-26, 2012.
  - Televised fourteen – root controlled five - cleaned nine sewer laterals.
  - Low pressure sewer psi reading Westland Run 20/16 psi, Foxhunters Flat 16/14 psi and 4" on Shadow Creek Blvd. 10/6 psi. a.m. / p.m.
  - Flush irrigation main at 36 & 48 Winding Creek.
  - Installed new pep tank control panel and conductor at 47 Forest View.
  - On-going flushing of reuse on beach side.
  - Checked main line trouble spots on beachside. 890 & 902 S. Atlantic Ave. 147 & 210 Lucky Dr., 204 Osceola Ave. and 614 N. Halifax Dr. all flowing good at current.
  - Completed FEMA NIMS Training Certificates testing with employees.
  - Checked force main pressure at 1800 US1 - 7 psi.
- Waste Water Treatment
  - Domestic & Industrial Wastewater flow for week @ 29.18 Million Gallons.
  - Produced 16.44 Million Gallons of Reuse.
  - Produced 12.71 Million Gallons of Surface Water Discharge.
  - Influent flows average day flow for period @ 4.17 MGD, current plant rated capacity is 6 MGD.
  - Hauled tons of sludge 111.55 (14%-18% Solids).
  - Completed Chronic Bioassay Sampling.
  - 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 Well #34H pump & motor - normal operations resumed.
  - Replaced tubes on the #1 and #2 lime slurry pumps
  - Replaced the roller on #3 slurry pump
  - Replaced tube on sodium hypochlorite pump #4 - rebuilt pressure relief valve on pump #3
  - Completed chart recorder install for H.S.P. #4 to allow monitoring of motor amp draw for 24 hr period to understand current operational irregularity.
  - Pulled - replaced well #4 pump, motor and wiring at Breakaway Trails Irrigation/Fire suppression system.
  - Cleaned side walk where rental crane truck leaked oil during Breakaway Trails well change out. Prepared work order to repair damaged sidewalk - Streets Division to assist.
  - Reamed the injection port on Claricones
  - Installed the mixer on the #1 lime slurry tank
  - Continued work on new control cabinet for well 10D
  - Continued monitoring storage tanks, wells and irrigation stations in Hunters Ridge and Breakaway.

- 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.
- Cleaned shop and put away spare parts.

#### Wastewater Plant – Lift Stations

- Repaired wiring - Towne Square lift station pump controller.
  - Assisted Contractor with WW Plant rehab/ expansion activities.
  - 8M1 – SCADA – no starts pump #2 – found bad winding set at pump – replaced pump with new inventory
  - Fermentation Submersible Mixer #1,3 and 5– break in PM, changed oil
  - Chlorine Tank #1 – replaced site glass tube
  - Scum Well #1 – not working – Electricians disabled temporary power & connected to permanent power supply. Found heavy sand in bottom of wet well – discussed with Contract Superintendent – he will arrange for proper cleaning of wet well.
  - Deragged submersible aerators daily.
  - Transfer Station – pump down station using gas powered pump, flushed force main
  - Towne Square – Pump #1 stuck on but not pumping water– Pump #2 trips breaker when operated – temp FM diversion at Williamson Blvd. - replaced pump #2 with repaired inventory - changed volute to allow for guide rail usage – repaired pump #1 – deragged both check valves – undo FM diversion at Williamson Blvd. – normal operations resumed
  - Performed PM's to plant equipment according to MP2 schedule.
  - Liftstation SCADA repairs to 19 stations
  - Master Liftstations – pump down & wash down wet well – broke up scum layer in wet wells
  - Monthly PM's to 21 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
  - Annual PM's to 5 liftstations. ( pull pumps and inspect and change seal oil)
  - Utilities Division completed 79 work orders as reported in MP2 computerized maintenance management system, of which 65 were PM work requests and 14 were repair work orders.
- Wastewater Collection/ Treatment/ Disposal Regulatory Activities
    - Industrial Pretreatment Program: The new permits have been delivered to the City's Industrial - Significant User (IU) facilities connected to the City's sewer system. As allowed per the permit, the IUs have time to review the permit and comment on prior to the implementation date of September 30<sup>th</sup>.
    - Reuse Expansion: Utility staff is gathering information to apply for a waste water permit modification to include BAT & HR areas in the reclaimed water service area as a result of Airport Rd. FM and Reuse Main Project.
  - Water Supply/Treatment and Distribution System Regulatory Activities
    - Cross Connection Control Program: Staff began reviewing the City's Cross Connection Control Plan. The plan is under consideration to ensure coverage for the expansion of the reuse supply area as well as meeting regulatory requirements. Many recommendations for modifications were expressed during the meeting and a first draft of the plan is forthcoming.
    - The City's Cross Connection Control contractor issued a comprehensive commercial facility inspection and survey report to staff. Staff is currently reviewing the data to pursue any follow up activities with regard to the City improving compliance with this program.
    - Small Meter Testing: Staff is reviewing results from the City's contractor that tested the accuracy of 121 selected residential water meters. The data is valuable in determining

- how to improve the percentage of unmetered and unaccounted for water in the City's distribution system.
- Consumer Confidence Report (CCR) Rule Review: The U.S. EPA is conducting a "Retrospective Rule Review" of the CCR rule. Staff is keeping abreast of the proposed changes and how they will affect the City's compliance. The EPA is currently in a period for public comment. The considerations include how our system could deliver the CCR electronically and still comply with the Federal Regulation.
  - Florida Department of Health Sanitary Survey: The City's Water Treatment Plant received the report for the tri-annual Sanitary Survey. Staff is compiling feedback on corrective actions and additional comments/corrections to submit to the Health Department. The report indicated operation of all systems to be very good.
  - U.S. EPA Unregulated Contaminant Monitoring Rule (UCMR3): Staff has activated the City's account with the Central Data Exchange for the purpose of reviewing and reporting future UCMR3 data to the EPA.

### **Support Services/City Clerk**

In addition to routine departmental activities such as public records requests, updating insurance information for City contracts, maintaining the City website, records management, 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 or have been completed:

- Staff attended the weekly City Manager Staff Meeting.
- City Clerk attended weekly meeting with City Manager.
- Met with vendor regarding document content management systems project.
- Staff attended the State of the City Presentation on September 26, 2012.
- Agenda packet preparation and creation for the City Commission Meeting on October 2, 2012.
- Agenda packet preparation and creation for the Joint City Commission and Planning Board Workshop on October 1, 2012.
- New City Clerk transition continued.

### **Status of Department Projects**

- Agenda Automation System
  - Project Status: On Going
  - Continued to provide one-on-one support to City staff.
- Emergency Notification System (CodeRed)
  - Project Status: In Progress
  - Waiting on vendor to update customer database and geographic information.
  - Staff assisted citizens in signing up for the program.
- CivicPlus Media Center on Website
  - Project Status: In Progress
  - Staff migrated audio/video meeting recordings to Media Center.
- Mobile Phone Application (myOrmondBeach)
  - Project Status: Application available for download
  - Staff attended conference call with vendor to discuss formatting issues.
  - Staff provided vendor with address list to integrate maps to city locations.
  - Staff worked on reformatting contact list and other minor formatting/usability issues to provide to vendor for update.
  - Staff worked on providing routing for report a concern feature.

- Records Management System Upgrade
  - Project Status: On Going
  - Waiting on selection of new Enterprise Resource System before we proceed with the Records Management System upgrade.
  - Staff met with vendor on September 26, 2012 to discuss records content management project.