

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: October 26, 2012

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:

- General discussion/update meetings with City Clerk and Police Chief
- Weekly staff meeting with Directors
- Met with City Attorney and PD staff regarding neighborhood dispute

Spoke to, attended and/or met with:

- Mayor's lunch with County Chair Frank Bruno
- United Way Board Meeting
- Met with City Attorney, Police Chief and citizens regarding neighborhood dispute
- Conference call with Planning Director and Deputy County Manager Mary Anne Connors regarding the City's mobility fee.
- Employee Appreciation Day luncheon, this was well attended by City staff, milestone service pins were presented and "Above & Beyond" awards were handed out.
- Weekly conference call with FCCMA staff
- Work day with Neighborhood Improvement Division, worked with John Bouck, Environmental Improvement Officer
- Met with Mr. & Mrs. Lohman, discussed City gateway signage
- Attended DARE graduation at Pathways Elementary School

Community Development

- Planning
 - Staff held a work session on the Downtown Brownfield designation expansion to beachside and attendance was sparse.
 - The City Manager and Planning Director discussed the City's mobility fee with Volusia County's Deputy County Manager Mary Anne Connors. It appears the County does not want to establish a mobility fee for Ormond Beach for concern of other communities such as Daytona Beach and New Smyrna Beach would also want one for International Speedway Boulevard or the established CRA's. There appears to be three options left:
 - Amend the Comp Plan and go back to full concurrency;
 - Amend the Comp Plan and eliminate concurrency all together;
 - Examine the City's current road impact fee for possible conversion to the mobility fee for the US1, A1A and SR40 only. The goal would be to keep mobility fee would be equal or the same as the current city's road impact fee.

By keeping the mobility fee and plan in some form or fashion, the City's Transportation Concurrency Exception Areas for US1, A1A and SR40 can be retained. It is the belief of the Planning Director that road widening in urban areas is too expensive due to rights-of-

way costs. Movement across Florida in cities and counties is to a mobility fee in lieu of a road impact fee. This movement will catch up to Volusia County in the near future (1-3 years).

- The revised Master Development Plan Agreement with Tomoka Holdings for the Ormond Crossings Planned Mixed Use Development was forwarded to the property owner for review, comment and probably a meeting with upper city staff. The city changes include: Making many of the generalities more specific, provides a conversion ratio to permit conversion of one type of use to another, and a phasing schedule to ensure a specific amount of nonresidential floor area is built as residential units are built.
- The Planning Department's Site Plan Review Engineer Shawn Finley, who was a part-time employee, was hired by the Engineering Division to fill a full-time project engineer position. The Department has set up interviews for next week to hire a new PT Engineer. While the Department will miss Shawn, the City is better off with him staying than leaving for a job elsewhere.
- Building Inspections, Permitting & Licensing
 - Issued 70 permits with a total valuation of \$3,765,110
 - Conducted 147 inspections
 - Issued 4 new business tax
- Development Review
 - SPRC has received a Telecommunication Tower application for a 150 foot monopine tower for the property located 1102 West Granada Boulevard.

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. Legal Department staff has reviewed the material and transmitted comments and recommendations to Tomoka Holdings. Upon resolution of the issues, the documents will be at a public hearing with the Planning Board. Following the meeting with the Planning Board, staff will present the findings 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. FPL 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 Beach 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.

- Staff attended the Florida Redevelopment Association annual meeting held in Daytona Beach from October 24-26. A bus tour of the Volusia County cities was conducted, which included the Ormond Beach Main Street district.
- Staff attended the Daytona Regional Chamber Legislative Action Committee meeting to finalize the 2013 Legislative priorities list. Staff is working with Team Volusia and Volusia Manufacturing Association to identify priorities for 2013.

Prospective Business Attraction/Retention/Expansion

- 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

- Halifax Paving, Inc., began work on the Taxiway Alpha Relocation & General Airfield Improvements Project this week. Crews were on the airport to conduct surveys and assess clearing for the project.
- Staff completed work to prepare for presentation to the City Commission the Supplemental Joint Participation Agreements between the City and FDOT regarding the Taxiway Alpha Relocation & General Airfield Improvements Project and upgrades to security lighting systems at the airport.
- Staff completed work to prepare for presentation to the City Commission an amendment to the Professional Services Agreement between the City and Hoyle, Tanner and Associates regarding the Taxiway Alpha Relocation & General Airfield Improvements Project.
- Staff completed work to prepare, submit and execute a reservation and assignment of wetland mitigation credits required as part of the Taxiway Alpha Relocation & General Airfield Improvements Project.
- Staff worked this week with the firm of Slack, Johnston & Magenheimer, Inc., to finalize an appraisal and initial valuation of certain airport parcels.
- Staff completed work this week to register for and use the new FAA eNOTAM system which affords airport sponsors an efficient, online route to transmit a NOTAM or "Notice to Airmen." NOTAMs are notices distributed by means of telecommunication containing information concerning the establishment, condition or change in any aeronautical facility, service, procedure or hazard, the timely knowledge of which is essential to personnel concerned with flight operations.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Preparation of year-end audit.
- Completed Projects - Weekly
 - Processed 42 Journal Entry Batches (# 5279 – 5305 and # 176 - 254).
 - Approved 29 Purchase Requisitions totaling \$348,570.37.
 - Issued 33 Purchase Orders totaling \$2,469,235.17.

- Held opening for RFP No. 2012-29, Aquatic Weed Maintenance and Ditch Cleaning, on 10/24/2012. No submittals received.
- Prepared 139 Accounts Payable checks totaling \$724,555.14 and 27 Accounts Payable EFT payments totaling \$283,086.44.
- Processed 3,495 cash receipts totaling \$648,062.43.
- Processed 445 utility bill payments through ACH totaling \$32,345.80.
- Processed and issued 6,808 utility bills with billed consumption of water of 49,550k.
- Issued 417 past due notices on utility accounts.

Grants/PIO

- Public Information
 - Press Releases
 - Open Gymnastics Workout
 - Nova Community Center
 - Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Completed Employee Newsletter for November
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

Weekly Statistics

- Fires: 5
- Fire Alarms: 2
- Hazardous: 0
- EMS: 69
- Motor Vehicle Accidents: 14
- Public Assists: 27

TOTAL CALLS: 117

- Aid provided to other agencies: 9 calls – Volusia County (7), Daytona Beach (2)
- Total staff hours provided to other agencies: 13
- # of overlapping calls: 25
- # of personnel sent with EVAC to assist with patient care during hospital transport: 0
- Total EMS patients treated: 61

Training Hours

- Driving: 13
- EMT Refresher: 19
- Hazardous Materials: 6
- Incident Command: 14
- Paramedic: 24
- Tactics: 2

TOTAL TRAINING HOURS: 78

Station Activities

- Updated 13 pre-fire plans

- Inspected 251 fire hydrants
- Provided tour of Station 92 to group of 12 Tiger Cub Scouts and parents.
- Provided public education to the following for Fire Prevention Month:

	<u>In Attendance</u>
Osceola Elementary	100
Salty Kids Pre-School	25
Bridgeview Nursing Home	30
St. Brendan's Catholic School	100

Significant Incidents

- 10/16/12, 5:10 PM: Golfwood Circle – Brush Fire – Provided automatic aid to Volusia County for half acre slow moving fire – caused by a previous fire jumping the line – Engine 92 assigned to water supply and Brush Attack 92 assisted with suppression – cleared scene at 6:53 PM.
- 10/16/12, 10:11 PM: Ocean Shore Blvd. – Motor Vehicle Accident – One vehicle upside down – patient found 20' from vehicle – determined to be a trauma alert and patient transported to hospital.
- 10/18/12, 4:30 PM: St. Andrews Dr. – Structure Fire – Visible smoke coming from attic ridge – homeowner heard pop and power went off – smoldering insulation and embers extinguished in attic – burnt electrical wires and AC wires found – minimal damage caused by faulty wiring.

Human Resources

Staffing Update

- Approved/Active Recruitment
 - Public Works Department/Wastewater Plant – Treatment Plant Operator “C” was advertised on 10-25-12 on the City web site and in-house with a closing date of 11-02-12. This position will require that the person assigned to this position attain the Wastewater Treatment Plant Operator “C” license and certification within 18 months of employment.
 - 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 closed on 10-05-12. Forty-eight (48) applications were received, entered on applicant tracking sheet with qualifications, copied and forwarded to the department for review.
 - Public Works Department/Wastewater - Maintenance Worker II was advertised on the City web site and in-house on 09-28-12 with a closing date of 10-12-12. Twenty-two (22) applications were received, entered on applicant tracking sheet with qualifications, copied and forwarded to the department for review.
 - Public Works Department/Water Distribution - Maintenance Worker II was advertised on the City web site and in-house on 09-28-12 with a closing date of 10-12-12. Twenty-nine (29) applications were received, entered on applicant tracking sheet with qualifications, copied and forwarded to the department for review.
 - Leisure Services Department/Athletic Fields Maintenance - Maintenance Worker II was advertised on the City web site and in-house on 10-09-12 and closed on 10-19-12. Forty-three (43) applications were received and are being entered on the applicant tracking sheet with qualifications.
 - Leisure Services/Recreation (Sports) - Part Time Recreation Leader. Part Time Recreation Leader has been re-advertised on the City web site as open until filled.
- Screening/Interviews Scheduled
 - Leisure Services/Administration – The Office Assistant III position was advertised on the City web site and in-house on 10-03-12 with a closing date of 10-10-12. A total of sixty-four (64) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to department for review.

- Public Works Department/Planning – Part Time Civil Engineer. Due to the promotion of the current part time Civil Engineer in the Planning Department to the full time Civil Engineer position in the Engineering Division, the Planning Director has requested to review the applications submitted. Interviews have been scheduled beginning 10-29-12 with seven (7) applicants.
- Demotions
 - Police Department – A Police Corporal has requested a voluntary demotion to Police Officer effective 01-12-13.
- Promotion
 - Public Works/Engineering – The part time Civil Engineer was promoted to the full time Civil Engineer in the Engineering Division of the Public Works Department effective 11-01-12.
- Terminations/Resignations/Retirements
 - FY Attrition – M/E 9-30-12: 5.21% (excluding retirements).
 - Police Department/CID – Police Officer effective 10-31-12.

Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program September 2012 monthly report reflects savings of \$80,746.78 for City residents in the twenty-seven months that the program has been in effect in Ormond Beach. Over 1,914 residents have utilized the program during that time.
- Deferred compensation meetings with both plan representatives have been scheduled for early November.

City Events/Employee Relations Update

- Employee Appreciation Day was held on 10-24-12 at the beautiful Rockefeller Gardens Park. Approximately 210 employees attended and enjoyed a barbecue lunch provided by the Daytona Pig Stand. Boxed lunches and gift cards were provided for those who were unable to attend. Certificates and pins were awarded for significant years of service. Trophies were awarded to employees who went "Above & Beyond" in their jobs during the past year.
- Wellness COVE - Health Risk Assessment appointments have been scheduled for 10-31-12 between 8:30 a.m. and 1:00 p.m. and will take place at the Nova Community Center. An additional make-up day has been scheduled for 11-14-12 during the upcoming Employee Health Fair.
- Florida Blood Center's Big Red Bus will be at City Hall on 11-05-12 from 1:00 p.m. until 4:00 p.m. for a blood drive.
- The Employee Health Fair will be held on 11-14-12 from 10:30 a.m. to 1:00 p.m. at Nova Community Center.

Risk Management Projects

- Attended the Mayor's Health & Fitness Challenge planning meetings.
- Attended a Worker's Compensation mediation.
- Attended and coordinated the Health Fair planning meetings; pick up door prize donations.
- Follow-up with State on Annual Driver License checks.
- Attended the Public Works Safety Committee meeting.

Information Technology (IT)

- **Information Systems (IS)**

- Work Plan Projects
 - 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: - Preparing for the virtualization of the main file server the evening of Nov 2, 2012.
 - Networking System: - None.
 - Work Orders: - 0 New work - 0 completed - 0 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	25,897	Inbound E-Mails Blocked	15,169
Delivered Inbound E-Mails	10,602	Quarantined Messages	126
Percentage Good Email	40.9%	Virus E-Mails Blocked	3,523

- Notable Events: Second week in a row with extremely high number of virus emails detected and prevented from being delivered to our system this past week. Normal number is well less than 200, this week again over 3,000.
 - Notable Events: None.
- **Geographical Information Systems (GIS)**
 - Addressing Additions: 13 Changes: 0 Corrections: 22
 - Map/Information Requests: 35
 - Information Requests from External Organizations: 1
 - CIP Related Projects (pavement management, project tracking map): 0
 - Meter GPS locate and ID: 22,502 total, completed 3,264 (14.5%) potable 3,022, Irrigation 242
 - Notable Events: Staff attended FACM (Florida Assoc. of Cadastral Mappers) 2 day conference in St Augustine.

Leisure Services

- **Administration**

Meetings attended/hosted:

- Weekly Public Works staff meeting
- City Manager weekly meeting
- Employee Appreciation Day preparation and set up assistance
- Attended Employee Appreciation Day
- Park visits
- One on One meetings with Staff
- RFP Preparations
- Agenda Item Preparations
- Weekly meeting with Austin Outdoors
- Quarterly Meeting with janitorial contractor
- Staff meeting with Building Maintenance, Parks and Athletic Fields Foreman
- Met with painting contractor to discuss future projects
- Inspection of Hidden Hills sign
- Conducted mowing/landscaping inspections citywide
- Design specifications for several RFQ's that were sent out for R&R projects.

- Met with flooring contractor to discuss options for replacement floor coverings, R&R project at Nova Community Center.
- Met with HVAC contractor to discuss replacement equipment at Fire Station #93.

- 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 continued their annual fall practices this week at the Softball Quad, Sports Complex, Monday through Friday evenings.
 - Ormond Beach Golden Spikes and Ormond Beach Youth Baseball and Softball Assoc. continued their fall season on Monday through Friday evenings at 5:30pm at the Sports Complex, Nova, and South Ormond fields.
 - The Ormond Beach Soccer Club continued their fall recreational and competitive soccer practices Monday through Friday, 6pm to 8pm. Games are held every Saturday through November 17th, starting at 9am.
 - Ormond Beach Pop Warner Football hosted home games (5) on Saturday at the Sports Complex, Championship Field #7.
 - The City Youth Flag Football program continued games this week Monday through Thursday at the Softball Quad and Kiwanis Field. Times are 5:45pm, 6:45pm and 7:45pm.
 - The City Youth Volleyball program continued this week on Monday and Tuesday, 6pm to 8pm, at the Nova gymnasium.
 - The City Adult Coed Softball League continued their 2nd half of games this week Monday through Thursday at 6:20pm, 7:30pm, and 8:40pm at the Sports Complex, Field #7.
 - 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.
 - OBYBSA Recreational Softball continued their fall game season this week on Monday, Tuesday and Thursday evenings at 6pm. Games are held at the Sports Complex Softball Quad.
 - The City hosted the Punt, Pass, and Kick Sectional Competition Saturday at 11am, at the Sport Complex, Kiwanis Field.
 - OBYBSA held their 1st Fall Festival Saturday at 4pm, at the Sports Complex, Softball Quad.

- Athletic Field Maintenance
 - Mowed South Ormond (SONC) outfield, prepped infield for games.
 - Cleaned SONC tennis and basketball courts.
 - Went to Osceola Elementary School to tend to the infields, tennis and handball courts.
 - At Nova Park, mowed infields and outfields, cleaned skateboard park, tennis courts.
 - Picked up and dropped off equipment to Fleet on a daily basis.
 - Made fuel runs for equipment.
 - Cleaned restroom, offices and lunch area of the maintenance building.
 - Mowed the baseball fields 3 times per week.
 - Continued mowing the soccer fields.
 - Continued mowing the softball fields.
 - Replaced sprinklers as necessary.
 - Daily clean up of Limitless Playground.
 - Maintenance and cleaning of the new entrance sign to the Airport Sports Complex.
 - Prepared baseball and softball fields for practices daily.
 - Continued spraying pesticide on all ball fields.
 - Continued to paint 21 soccer fields for both competitive and recreational leagues.
 - Mowed football fields at Ormond Beach Middle School.
 - Ormond Beach Golden Spikes continued their fall season at both Nova and the Airport Sports Complexes.

- Prepped softball fields for men's and co-ed leagues.
 - Hosted the Ormond Pride football teams on Saturday.
 - Prepped soccer and football fields for weekend games.
 - Hosted the Challenger soccer group on Tuesday nights.
 - Continued girls' recreational softball leagues at the softball quads.
 - Continued boys' recreational baseball leagues at the quads and the South Ormond fields.
 - Hosted the Calvary Christian Academy football team on Friday night.
 - Final inspection conducted at the new T-ball fields construction site.
 - Continued flag football leagues this week.
 - Hosted USSSA baseball tournament Saturday and Sunday.
 - Prepped field at SONC for weekly games.
 - Began fall fertilizing of all fields, preparing for over seeding.
- Senior Center
 - October 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 9am to 1:30pm
- Performing Arts Center
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: Kopy Kats held on stage rehearsal, Show Club 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.
 - Thursday: Kopy Kats held on stage rehearsal, Show Club and CMT held regular classes.
 - Friday: Theatre Workshop, Show Club and CMT held regular classes.
 - The next scheduled Performing Arts Center show is November 2nd, Kopy Kats Musical Revue.
- 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.
 - Rental, Friday and Saturday, 7pm until 11pm.
- Community Events
 - For 2012 Senior Games, assisted with events October 20th through 27th and the Celebration of Athletes dinner.
 - Attended Health Fair meeting.
 - For the 2012 Parade, continued tracking applications and assistance to potential participants, and began process of potential sponsorships.
 - Processed Employee Health Fair donation(s), mail out, and tracking of incoming donations.
 - Coordinated activities for Employee Appreciation Day.
 - Began preplanning activities for Veterans' Day Dinner, Monday, November 12th.

- Weekly administrative tasks, office work, meetings and activities.
- Gymnastics
 - The October/November session classes for various age groups and levels were held Monday through Friday.
 - Open gym was held Monday evening.
- 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, concluded practice on Tuesday from 5pm to 6pm in the Nova Community Center. The players received awards and a special treat on their last night.
 - Renovations on the outside handball and basketball courts began and will continue until January 2013.
 - The lobby is being repainted and a new air conditioning unit was installed.
 - The coordinator's office was carpeted.
 - The Senior Games held their pickleball tournament in the Nova Gymnasium on Monday from 9am to 12pm.
- 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 Ormond Beach Art Guild's Fall Show will be on display through Thursday.
 - The Freedom Rally took place in Rockefeller Gardens on Saturday morning.
 - The Seaside Herb Society had a field trip to Memorial Gardens on Saturday morning.
 - The Casements Guild held a Gala meeting on Monday morning in Room 203.
 - A dress rehearsal was held for Rockefeller Revisited on Monday evening.
 - The Dig and Find Group met at Bailey Riverbridge on Tuesday evening.
 - Employee Appreciation Day was held in Rockefeller Gardens on Wednesday.
 - The Casements Guild held their Board meeting along with a pot luck luncheon on Wednesday.
 - A public meeting was held in the gallery at The Casements on Wednesday evening.
 - The Casements Camera Club met at Bailey Riverbridge on Thursday evening.
 - The Guild Crafters met in Room 203 on Thursday afternoon.
 - The Ormond Beach MainStreet Farmers' Market was held on Thursday from 8am to 1pm in Rockefeller Gardens.
 - The strike of the Ormond Beach Art Guild's Fall Show took place on Friday morning.
 - Staff is making the final preparations for Rockefeller Revisited which will be held on Saturday, October 27th.
 - Staff is also making preparations for the many holiday events which will take place at The Casements during the month of December.
- Parks Maintenance
 - Repaired broken chain at the Magic Forest playground.
 - Cleaned restroom roof and pavilion roof at Sanchez Park.

- Applied herbicide in various playgrounds for weed control.
- Moved surplus items from Nova Community Center to Fleet Maintenance for auction.
- Formed and poured three concrete slabs for bench installations at Rockefeller Gardens.
- Repaired low and broken pavers at Rockefeller Gardens.
- Trimmed robellini palms in the planters under the Granada Bridge.
- Applied herbicide in various parking lots for weed control.
- Removed graffiti from the men's restroom wall at Cassen Park.
- Secured loose deck boards at Cassen Park.
- Conducted citywide safety inspections of parks and equipment.
- Completed weekly inspections of park facilities for reservations.
- Cleaned up broken glass at Bailey Riverbridge Gardens.
- Building Maintenance
 - Conducted weekly inspections of airfield lighting and signage.
 - Completed daily preventive maintenance of City vehicles and equipment.
 - Continued quarterly preventative maintenance of City air conditioning systems.
 - Completed repair on the water cooler at the Tennis Center.
 - Delivered stock of air filters.
 - Replaced door stops on Senior Center doors.
 - Arranged carpet cleaning for the Performing Arts Center.
 - Lowered and raised flags for Senator Arlen Specter.
 - Completed safety inspection of Commission Chambers.
 - Conducted lighting inspection of City Hall common areas related to City Commission meetings.
 - Repaired the AHU in building D at the Senior Center.
 - Replaced lights on Willow Place and Palm Place.
 - Repaired light at Waste Water Plant.
 - Repaired back wall packs at City Hall
 - Repaired AED sign at SONC.
 - Repaired street lights on Washington Street.
 - Replaced women's restroom toilet handle at Fortunato Park.
 - Met with contractor regarding the lobby roof leak at the Performing Arts Center.
 - Returned left over supplies to Lowe's.
 - Replaced the women's restroom toilet flapper at the Performing Arts Center.

Police Department

Administrative Services

- Biketoberfest event was unusually quiet this year. Three (3) minor motorcycle crashes and no major incidents related to the event were reported. One (1) motorcycle reported stolen.
- Met with citizens regarding an ongoing neighborhood dispute.
- Weekly Department Head and Police Department staff meetings.
- Attended awards ceremony in Orange County for Detectives Larsen and Brock who received commendations for their assistance in clearing an Orange County homicide case.
- Attended Employee Appreciation Day event.

Community Outreach

- PAL staff continued to work on the upcoming PAL Golfing for Youth Tournament. The tournament will be held November 3, 2012, at the Pelican Bay Country Club.
- Science on Patrol at Ormond Beach Elementary continued. This week youths are analyzing their evidence for the Computer Lab Capers mock crime scene. Currently 10 youths are enrolled.
- Tutors R Us continued at the South Ormond Neighborhood Center. Currently 20 youths are enrolled in the program.

- Contacts were made for the annual holiday party to be held at the South Ormond Neighborhood Center on December 20th.

Criminal Investigations

- Cases Assigned: 25
- Cases Cleared by Arrest/Complaint Affidavit: 7
- Cases Exceptionally Cleared: 4
- Inactive: 8
- Fraud: 4
- Burglary Business: 1
- Burglary Residential: 5
- Larceny Car break: 8
- Grand Theft: 1
- Auto Theft: 3
- Missing Persons: 1
- Recovered Missing Persons: 1
- Robbery: 2

Comments:

- Subject identified that was responsible for several burglaries where scrap metal was stolen from local businesses. The subject also is responsible for several thefts in Holly Hill as well.

Community Service/Animal Service

- Animal calls: 44
- Animal Bites: 2
- Animal Reports: 7
- Animals to Halifax Humane Society: 4
 - Cats: 3
 - Dogs: 1
- Animal Licenses:3
- Traps 1
- Trap, Neuter, Release: 1
- Solicitor Permits: 2

Records

- Walk - Ins / Window 109
- Phone Calls 138
- Arrest / NTA'S 18
- Citations Issued 294
- Citations Entered 276
- Reports Generated 135
- Reports Entered 142
- Mail / Faxes / Request 52

Patrol

- Total Calls 1,900
- Total Traffic Stops 524

Operations

Crime Opportunity Reporting Forms issued: 82

10-18-12 Disturbance at 1058 N. US-1, female arrested for battery on boyfriend.

10-18-12 Disturbance at 500 Shadow Lakes Bv. A male arrested for battery.
10-19-12 Vandalism of political signs at 165, 169, and 173 Lincoln Ave.
10-19-12 Theft at 725 N. Ridgewood Ave. Computer games stolen from the residence.
10-20-12 Burglary at 33 Cypress Grove Dr. A vehicle, firearm, and computer stolen sometime since July.
10-20-12 Robbery at 298 S. Yonge St. Victim parked a motorcycle at the side of the road and then passed out. He awoke to find his jewelry missing.
10-20-12 Auto Theft at 294 S. Orchard St. Victim lent out his vehicle and it was not returned.
10-20-12 Auto Theft at Airport Rd. and US1, motorcycle was stolen from a parking lot.
10-21-12 Car Burglary at 877 Quail Run, a GPS unit was stolen.
10-21-12 Burglary at 154 Warwick Dr. Tools stolen from a garage.
10-21-12 Burglary at 151 Greenwood Ave. Tools stolen from a garage.
10-21-12 Car Burglary at 408 Cherrywood Dr. Items taken from an unlocked vehicle.
10-21-12 Car Burglary at 478 Hammock Ln. Items taken from an unlocked vehicle.
10-22-12 Auto Theft at 386 S. Halifax Dr. The vehicle was recovered later in Daytona.
10-22-12 Car Burglary at Walmart. An unlocked vehicle was entered.
10-22-12 Car Burglary at 19 Ormond Shores Bv. An unlocked vehicle was entered.
10-22-12 Car Burglary at 48 S. Orchard St. Cash taken from unlocked car.
10-22-12 Shoplifting at Walmart, adult male arrested for retail theft.
10-23-12 Disturbance at 124 Ann Rustin Dr. Wife arrested for domestic violence.
10-23-12 Car Burglary at Halifax and SR40. Arrest made, suspect linked to Cherrywood Dr. cases.
10-23-12 Theft at 955 S. Nova Rd. iPod stolen by a known suspect.
10-23-12 Burglary at 340 Grove St. A video game system was stolen.
10-23-12 Shoplifting at Walmart, suspect arrested for stealing steaks.
10-23-12 Disturbance at 158 Wilmette Ave. adult male arrested for domestic violence.
10-24-12 Car Burglary at 14 Ramsey Terr. Cash was taken from an unlocked car.
10-24-12 Burglary at 1520 Poplar Dr., the house was ransacked and items stolen.

Traffic Unit:

- 12-10-00354, Motorcycle Crash w. Injury, 800 BLK S Atlantic Blvd: Southbound motorcyclist lost control and overturned for an unknown reason. He was hospitalized with non life threatening injuries. Operator cited.
- 12-10-00358, Motorcycle Crash w/ Injury, 900 BLK N US1: Northbound motorcycle drifted into the center median, overcorrected and overturned. Operator and passenger were ejected. Operator refused medical treatment. Passenger was hospitalized with non life threatening injuries. Operator cited.
- 12-10-00374, Motorcycle Crash w/ Injury, Airport Road / Bear Creek Path: Vehicle backed out from a parked position in the right-of-way and into the path of a westbound motorcycle. The motorcycle had no means of avoiding collision other than to overturn onto the pavement. Car driver was found at fault and cited.
- Sergeant Smith attended command officer training at DBPD.
- Sergeant Smith, Officer Pavelka provided in-service training for firearms and defensive tactics at the PD.
- Biketoberfest detail completed. No major incidents. Several DUI investigations with no DUI's located. .
- Sergeant Smith, Officer Pavelka, Officer Borzner assisted DBPD with presidential campaign escort.
- SMART deployed on N Beach Street southbound at the 1500 BLK to remind visitors of the speed limit coming out of Tomoka State Park.
- Message Board deployed at the 700 BLK N US 1 to warn motorcyclists of new traffic signal at US 1 / SR 5A.
- Traffic Citations 234
- Crash - No Inj. 20

- Crash - Injury 4
- 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. US1
 - N. Beach Street
 - Biketoberfest Corridors
 - US1
 - SR40
 - SRA1A
 - Enforced Complaints:
 - John Anderson Drive
 - Clyde Morris Blvd.
 - Riverside Drive
 - Beach Street

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 2 Cases Initiated
- Zone 2: 9 Cases initiated
- Zone 3: 2 Cases initiated
- Zone 4: 1 Case initiated
- 31 signs have either been removed or sign cases created.
- 13 tree removal permit requests.
- Administrative staff assisted with three (3) walk-in and thirty five (35) 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) 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 28th. 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. **This case is scheduled for the November 26th hearing.**

Zone 2:

- 1) 233 Benjamin Drive – Received a complaint that the second floor window has been boarded up for a number of years. A notice of violation has been issued and the property also posted to ensure proper service of notice. The owner of the property is incarcerated and a family member has been working with staff to remedy this issue. **Mr. Miller has agreed to have the**

windows repaired by the end of October. Failure to do so will result in a citation being issued and this case being placed on the Special Magistrate agenda.

- 2) 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. **The City's lot cleaning contractor is scheduled to clean the site during the week of October 22, 2012.**
- 3) 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.**

Zone 4:

- 1) 7 Queen Ann Court – Staff has received a number of complaints that the contractor for the lending institution handling this property is doing a very poor job. The last inspection revealed that the contractor is still leaving debris behind and has not been mowing certain areas of the property. A notice of violation has been issued to the lending institution for failure to comply with the maintenance requirements of the city. The notice of violation was received by Wells Fargo early October. **A \$50 citation has been issued and this case has been placed on the November 26, 2012 Special Magistrate hearing agenda. The complainant has been so notified.**

Public Works

• **Engineering**

Construction Projects:

- **Roadway Resurfacing** – Contractor has substantially completed resurfacing of City streets.
- **Transfer Station Pump Station**- Reviewed shop submittals.
- **Airport Rd. Forcemain Extension/ Reclaimed Water Main Extension** – All new force main pipes have been installed and are being tied together. Directional drilling of both the reclaimed water main and sanitary sewer force main was successfully installed beneath the Airport Road railroad crossing. Restoration along Airport Road is progressing and is approximately 80% complete. A progress meeting with the contractor and consultant was held. Project is on schedule for substantial completion by February 2013.
- **City Hall Parking Lot** – Milling and paving are complete. Contractor will return to install thermo-plastic striping for the parking stalls within 2 weeks. Work will be done at night after City Hall and Library hours of operation.
- **North Halifax Dr. Improvements** – A preconstruction meeting is being scheduled.
- **Central Park Paving** – Work continues at the Fleming Avenue parking lot site for excavation and grading of retention ponds, parking area, and drive access.
- **Tymer Creek Phase I** – Volusia County is preparing award of bid. Construction start is being considered for January 2013.
- **US1 & Nova Road Turn Lane** – Project is substantially complete. FDOT is managing this project.
- **OBSC T-Ball Fields** – Project is complete.
- **Side Street Lighting Conversion** – Materials have been ordered and should arrive for installation by year's end.

- Andy Romano Beachfront Park – Contractor has completed masonry work on the restroom/concession facility and has formed the tie-beams. Contractor is starting the Coquina veneer. Inspection of the underground stormwater system indicated one of the storage units had partially collapsed. The contractor has removed this and replaced it. Construction of three pavilions has been completed. Other site work is on-going as well.
- Hand Avenue – The first phase of work from US1 to Coolidge is open. We have installed 1-inch of paving and intend to come back once all phase are complete and install a second 1-inch to lift the entire length of the road. For now there will be a 1-inch difference in the pavement elevation and the edge of curb. This will provide a final road with no joints which will enhance the final appearance and ride of the road. FDOT typically follows this procedure for State roads. On Monday August 20th the contractor began work on the phase 2 work area which closed Hand Avenue from Nova Road to Oak Brook Drive. Water mains and storm water mains have been installed and the culvert crossing at Laurel Creek has been replaced with larger diameter pipes. A meeting was held with the School Board Director to discuss and coordinate bus stop routing and student safety within the construction work area.
- 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.
- Nova Community Park Basketball and Racquetball Courts – Courts have been demolished and debris removed. Contractor rough graded and compacted the proposed pad locations.
- Nova Street Light Painting – Purchase Order has been finalized. Contractor is preparing a schedule for staff review.

Design Projects:

- Nova Community Park Master Plan - The proposed Master Plan is being revised per the Leisure Service and Quality of Life Boards recommendations and will be presented to the City Commission on December 4th.
- Mainland 2-inch Water Main Replacement – A public meeting to discuss the project was held at the Senior Center on October 25 at 6:30 PM.
- FDOT Roadway Resurfacing - Prepared existing utility conflict plans for the proposed resurfacing of the northbound lane of US1 from Hernandez Avenue to Nova Road, including sidewalk improvements.
- 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 26th 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 19th 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. Review comments from staff were sent to the consultant.
- 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 Master Plan - The proposed Master Plan is being revised per the Leisure Services and Quality of Life Boards recommendations. This will then be presented to the City Commission.
- Downtown Banner – Project consultant is finalizing design plans for FDOT permit review.
- Downtown Medians – Revised plans have been re-submitted for FDOT review (2nd submittal).
- City Welcome Sign – ZCA is preparing 90% drawings for staff review.
- Beach Ramp Beautification – County agreement is being reviewed by staff.
- 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. A utility coordination meeting was held to discuss any potential issues with private utilities.
- Central Park Lake Interconnects – Division Ave. and Hammock Lane - Project to interconnect the Central Park lakes 1 & 2 and 2 & 3. Staff held a meeting with Paul Duncan to discuss his claim of ownership of the water rights. Legal is reviewing our legal position. Researched lake water elevations of all lakes and created maps of same related to Lake Interconnect Project.
- 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 a construction phase. FEMA will be sending the grant agreement for City Commission approval.
- Environmental Learning Center – Assisted in preparation of initial ECHO grant submittal. A workshop is planned for November 13th to discuss the Center, provide updated costs estimates, and discuss architectural styles for final submittal to ECHO.
- SR40 / Granada Blvd – FDOT Roadway Resurfacing Project - Met with FDOT staff and consultants to discuss improvements along SR40 from Tymber Creek to Perrot Drive, which includes milling and resurfacing, installation of mast arms to replace string line poles for signalization, and sidewalk improvements. Staff is working on coordinating a City utility work plan with the FDOT project.

Administration:

- Regional Utilities Project Coordination – Met with FDOT, franchise utilities, Volusia County and other regional municipal utility providers to discuss upcoming projects to coordinate location and relocation of existing and proposed utilities.
- 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.
- Nova Road Landfill Closure Site Assessment – The reporting of the additional site assessment study required by the FDEP was finalized, submitted, and is being reviewed by FDEP.

- Roadway Drainage – Staff met on-site to investigate a stormwater drainage problem on Ocean Terrace. Staff will be performing survey elevations to determine how the roadway grade and curb and gutter can be modified to drain properly.
- Watermain Extension – Staff met with County representatives and residents from Shockney Drive, located in a county enclave, about a watermain extension along the road to be served by the City.
- Held weekly progress meeting for Andy Romano Beachfront Park.
- Held weekly progress meeting for Hand Avenue Improvement project.
- Reviewed drainage plans for 357 N. Beach St, and submitted approved plans to Building Division. Held an on-site meeting with inspector and contractor to review final grading for the SWMP.
- Researched and created new sketch and legal description of corrected easement at future Jimmy Johns location per Planning Department's request.
- Identified and created a notification address list for the 2" watermain replacement add on, per consultant request.
- Researched utility locations and created FPL work in the right-of-way permits at multiple locations throughout the City.
- Staked out locations for the proposed racquetball and basketball courts at Nova Community Park and provided an elevation benchmark.
- Updated drawing of the proposed garage replica at BPOS Park per Planning Department request.
- Located a tree at 40 Mayfield Terrace per Streets Division request.
- Calculated and provided lot square footage requests for Legal Department.
- Researched utility connection options for the proposed Environmental Learning Center and provided requested as-builts of the area to the consultant.
- Residential SWMP Permits review and filing (on-going)
- Magnolia wall measurement (on-going)
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Ground down sidewalks on S. Orchard St.
 - Patched a sidewalk on S. Orchard St.
 - Built a spillway and sidewalk on Laurel Oaks Cir.
 - Poured and finished a concrete basin for Stormwater at Collins St. & Burns St.
 - Pulled forms on Laurel Oaks Cir.
 - Asphalted potholes at various citywide locations
 - Asphalted a depression in the road on Tomoka Ave.
 - 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
 - Assisted w/Forestry truck for flagpole repair at Nova Recreation
 - Unloaded a truck at Airport Sports
 - Trimmed trees on N. Ridgewood Ave., at The Casements, on Lincoln Ave. and on Highland Ave.
 - Removed a dead palm tree on Plaza Grande median
 - 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
- Getting quotes for the guardrail repair at Fluhart & Riverside
- Added existing shell from the Public Works Yard to the boat ramp at Central Park III – Hammock Ave.
- DOT weed control on US1
- Filled holes with recycled concrete at Cassen Park
- Filled in low spots with shell at Ames Park

Sign Shop

Repaired, replaced or installed signs at the following locations and other jobs:

- Various Locations, checked for signs they may need attention
- Memorial Gardens, fabricated and installed (2) “No Parking Overnight” signs
- Business Center & US1, installed HIP (High Intensity Prismatic) stop sign
- Quail Run & Willow Run, replaced a stop sign and post
- Fairview Ave. & S. Washington St., replaced a stop sign
- Roosevelt Dr. & Fairview Ave., replaced a stop sign
- S. Capri Dr. & Capri Cir., replaced a stop sign & straightened post
- S. Capri Dr. & S. Ridgewood Ave., straightened the stop sign post
- Bostrom Ln. & Hand Ave., straightened the stop sign post
- Bostrom Ln. & Division Ave., replaced a stop sign, a “No Truck” sign & straightened post
- Wilmette Ave. & Andrews St., straightened a stop sign post
- N. Yonge St. & Kenilworth Ave., straightened a 25 MPH sign post
- Assisted Police Department delivering cones in the middle median for the message board at US1 and Melrose

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Dug up and replaced a pipe at 1070 Arroyo Parkway – had to remove the driveway and install 51’ of 15-inch A-2000 pipe
- Dug out and removed Brazilian pepper trees at Fortunato Park

Vactor

- Cleaned & cleared outfall at Fortunato Park
- System Inspection – From The Heritage Condominiums to the Halifax River

Street Sweeping/Streetsweeper

- 30.0 miles of road cleaned (This was for 1 day, in shop for repairs)
- 4.0 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week

26,747

PM Services completed for the week:

Emergency—Vehicles and Equipment

13

Non-Emergency Vehicles and Equipment

11

Road Calls for the week:

2

Quick Fleet Facts:

- Fleet has 10,901 gallons of unleaded and 8,758 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,439 gallons of unleaded and 676 gallons of diesel.
- Fleet completed 46 work orders this week.

• Utilities

- Chemical Bids – The Dumont Chemical Company is protesting that the MicroC product for Supplemental Carbon Source proposed for bid by Environmental Operating Solutions, Inc. is an inferior product that does not meet the specifications. Evidence presented indicates that the product meets specifications. Finance will prepare a response to the protest. No purchase order has currently been prepared to the vendor for the product.
- Concentrate Monitoring and Disinfection Upgrades – A letter was sent to Florida Dept. of Health requesting that the number of backflow preventers on the proposed concentrate disposal connection be reduced to one based upon other redundant operating conditions and system configuration safeguards. A commission memo will be prepared for the December 4th meeting recommending award to McMahan Construction for \$142,500 to construct the project.
- Division Avenue Well Field Raw Water Piping – Received the final report with staff review comments included. The final report concluded that constructing piping to divert the flows to the north end of the water plant for LPRO treatment is effective and will improve water quality.
- WWTP Dewatering Station Bypass Project – Work is scheduled to begin in late October or early November 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. Backflow prevention devices will need to be installed on service connections if none are present prior to serving the area with reclaimed water. A wastewater facility permit modification is being prepared.
- Airport Road Force Main/ Reuse Main Extension – A directional drill is being performed underneath the railroad tracks on Airport Road. Permitting for wetlands utilization is underway for the jack and bore crossing at US1 and Nova Road. A meeting is being scheduled with contractor and consultant to optimize connections to the new force main.
- FDOT State Road A-1-A Left Turn at Lynnhurst Drive – Sent a list of contacts for other agencies with utilities in the A-1-A corridor to the consultant for permitting preparation requirements.
- North Peninsula 2-inch Water Main Replacement – Reviewed plans and sent comments to consultant.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Pump #3 is being retrofitted with a new style impeller by the manufacturer. CDM Smith sent a letter to the contractor requesting affirmation of the proposed wet well levels and pump operating speeds for testing the pump's resistance to clogging. The letter also requested an installation date for the pump.
- Ormond Beach Wastewater Treatment Plant Expansion – The first of two carrousel is now drained, cleaned and being retrofit with new air diffuser and mixer equipment. Finish coating of the equalization tanks is completed. Training for carousel blower operation is scheduled this afternoon. Operations staff making necessary adjustments for minimizing disruption to plant stability and corresponding effluent quality.
- Lift Station Repair and Replacement Project – Contractor (Worsham) final pay request acceptance remains pending - no claim filed to date.

- North Halifax Drive Rehabilitation Reclaimed Water Main Extension –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 internal piping lining methods are being prepared.
- SR40 at Williamson, Clyde Morris and Old Tomoka Intersection Improvements - Utility design conference held on 10/24/12. A field meeting will be scheduled by FDOT consultants to review various options to resolve a noted conflict at Clyde Morris Boulevard intersection.
- SR 40 from Tymber Creek Road to Perrot Resurfacing – Utility design conference held on 10/24/12. Reviewed potential conflicts with utilities and requested copies of vertical/horizontal verifications to determine if any conflicts were present. Red, green and brown markups are due 11/21/12.
- Town Square, 4M1, 9M and Wal-Mart Lift Station Rehabilitation – Electrical specifications forwarded to consultant. Plans received from Engineering incorporating the site survey of Lift Stations 9M and Wal-mart are being reviewed.
- Tymber Creek Road Phase 1 Utility Relocation Project – 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.
- SPRC: Reviewed plans for Sunoco Stations on Granada Blvd., N. Yonge Street and S. Atlantic Avenue, Drexel Heritage Proposed Parking Improvements and 1102 W. Granada Boulevard.
- Transfer Station Lift Station Upgrades – Contractor awaiting pump equipment delivery scheduled for October prior to on-site activities. Met with Waste Management representatives to discuss construction schedule and maintenance activities.
- 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 FDOH Tri-annual Sanitary Survey results for 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 forwarded response correspondence to FDOH for describing corrective actions on October 26, 2012.

Water Distribution

- Exchanged 7 residential meters, installed 2 new water meter & services
- Responded to and/or repaired 9 water service leaks
- Replaced 5 water services due to aged piping
- Repaired/replaced 11 meter boxes
- Responded to 1 low pressure and 4 cloudy water complaints
- Tested 6 and repaired 1 city owned backflow preventers, all closed tight and were protecting the water system. Rebuilt piping and backflow at the McDonalds Lift Station on US1
- Assisted 3 customers with misc. water issues (i.e. stiff valves, leaks in house, etc.)
- Meter Testing: tested an 8" and 3" commercial water meters, all tested accurate.
- Continued city-owned fire hydrant maintenance program: 5 hydrants checked for operation. Maintenance needs identified and completed.
- Performed distribution system flushing - Falls Subdivision
- Lowered water services for 2 new lots due to grading - Coquina Lake Way
- Utility locate service for Water/wastewater/reuse: 65 regular and 2 emergency locates have been completed

Water Treatment

- Delivered to the City 36.462 million gallons for the week ending Oct. 21, 2012 (Avg. day for period 5.209 MGD)
- Backwashed 10 filters for a total of 403,000 gallons backwash water.
- Produced and hauled 40.5 wet tons of dewatered sludge.
- Operated north & south plant generators for routine PM.
- Sampled, cleared and rescinded one Precautionary Boil Water notice.

Wastewater Collection – Reuse

- Crews responded to two trouble calls Breakaway/Hunters Ridge PEP System service area and three in town.
- Televised eleven and cleaned five sewer laterals.
- Ten inch force main - Ocean Shore Blvd. pressure at 12 psi (10/23/12).
- Rehabbed PEP tank at 19 Tomoka Cove Way.
- Low pressure sewer psi reading Westland Run 21/21 psi, Foxhunters Flat 21/21 psi and 4" on Shadow Creek Blvd. 12/15 psi.
- On-going flushing of reuse on beachside. Cleaned Bermad filter at Tomoka Oaks Golf Course.
- Checked force main pressure at 1800 US1- 10 psi.
- Crews preparing for T.S. Sandy

Wastewater Treatment

- Domestic and Industrial Wastewater flow was 28.90 Million Gallons.
- Produced 18.83 Million Gallons of Reuse.
- Produced 10.07 Million Gallons of Surface Water Discharge.
- Influent flows average for week @ 4.13 MGD, plant designed for 6 MGD
- Hauled tons of sludge 120.79 (14%-18% Solids).
- Operations support provided for contractor activities at plant site associated with Phase 1 and Phase 2 WWTP Rehabilitation Project.

Utilities Maintenance Division

Water Plant - Well Fields - Booster Stations

- Began installation of new Shadow Crossings pump control scheme. Proper use of existing controls to better utilize existing controller will allow significant energy reduction by not running large pump continuously, allowing smaller jockey pump to maintain system pressure during periods of low demand.
- Replaced High Service Pump (HSP) #4 400 amp circuit breaker. Ran plant on back-up generators for HSP #'s 7 and 8. Generator to #7 would not handle load, brought to Fleet for repair.
- Lost Hunter's Ridge Fire pump (1 of 2) 60 HP motor. Obtained quotations and ordered new premium efficiency motor.
- Installed new Riverview Booster pump motor due to upper seal leak.
- Checked all River crossing booster stations after painting - all good.
- Repaired the cover on the flow meter box at 10-D
- Tighten the seal on the LPRO transfer pump #4
- Performed PM's to Rima, Division, SR 40 and Hudson Well fields.
- Performed PM's to LPRO and Lime Softening Plant equipment.
- Performed Booster Station PM's.
- Performed Reuse pump station PM's and repairs.

Wastewater Plant – Lift Stations

- Installed New Variable Frequency Back Drive on Centrifuge #1.
- Deragged both Influent pumps.
- Spanish Waters – trimmed all bushes – cleared brush and debris – housekeeping

- Aberdeen #3 – deragged both check valves – replaced all hardware at both check valves with stainless steel hardware
- Influent Odor Control Unit – reset motor starter
- 12M – SCADA – pump #2 stuck on – repaired as needed – scraped wet well – pulled pump #1 – repaired guide rail
- Attended Training – Effluent Transfer Pumps System (Reuse)
- Fermentation Submersible Mixer #7 and 9 – broke in PM – changed all oils
- Ormond Lakes #4 – began cutting off all rusted check valve hardware - replaced valve hardware with stainless steel – deragged check valves
- Spring Meadows –checked station after scheduled FPL outage – All OK
- R.A.S. Room – assembly & installation of new priming water manifold
- Barscreens: weekly wash down of screens and chutes
- Assisted Contractor with Plant rehab activities.
- Deragged Submersible aerators daily.
- Performed PM's to plant equipment according to MP2 schedule.
- Liftstation SCADA repairs to 13 stations.
- Master Liftstations – pump down & wash down wet well – broke up scum layer in wet wells.
- Monthly PM's to 16 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program at lift stations.
- Annual PM's to 4 liftstations. (pulled pumps, inspected and changed seal oil)
- Utilities Division completed 96 work orders as reported in MP2 computerized maintenance management system, of which 66 were PM work requests and 30 were repair work orders.

Wastewater Collection/ Treatment/ Disposal Regulatory Activities

- Industrial Pretreatment Program: Staff forwarded News Journal Proof of Publication for Florida Department of Environmental Protection (FDEP) prepared legal notice describing period for receipt of comments prior to department acceptance of recent amendments to the City's Sewer Use Ordinance and Local Limits. Following the comment period the FDEP will issue the City an implementation date.
 - Reuse Expansion: The new reuse transmission line is currently under construction along Airport Road and US1 to supply reuse to Breakaway Trails and Hunters Ridge. Utility staff is gathering information to apply for a wastewater facility permit modification to include these areas in the reclaimed water service area.
 - Public Education of Sewer Users: Staff is editing a brochure to eventually post on the City's website to inform customers of proper use of the City's sewer system with special consideration to oil and grease being contributed to the sewer as the holidays approach. The brochure outlines the detriment oil and grease may cause to the collection system as well as proper handling and disposal techniques. Staff is also considering other public outreach avenues such as the Earth Day event.
 - Reuse Quarterly Groundwater Monitoring Report: Staff prepared and submitted the report to the FDEP well before the October 28th deadline. Additionally, a letter and supporting documentation is forthcoming requesting reduced monitoring for certain contaminants as a result of the consistent record of low level of contaminants found during historic sampling activities.
- Water Supply/ Treatment and Distribution System Regulatory Activities
 - Cross Connection Control Program: 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.

- 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.
- Consumptive Use Permit Unaccounted for Water: Staff has received the 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. Staff is continually trying to minimize unaccounted for water percentage.
- Florida Department of Health Sanitary Survey: The City's Water Treatment Plant received the report for the triennial Sanitary Survey. Staff forwarded feedback on status of corrective actions w/ additional comments to FDOH this week. The report indicated operation of all systems to be very good.
- EPA Lead and Copper Rule Submittal: Staff has submitted the report for the annual sampling program which is mandated by the U.S. EPA. Once again, the City is well under the regulatory limits set by the EPA and is trending better than years past illustrating our corrosion control program and practices as being effective.

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
- Agenda packet preparation and creation for the City Commission Meeting on November 7, 2012.
- Staff attended city-sponsored appreciation luncheon.
- Staff supervised records inspection and review.
- Staff reviewed records retention report and updated records storage inventory.

Status of Department Projects

- Agenda Automation System
 - Project Status: On Going
 - Continued to provide one-on-one support to City staff.
 - Corrected all templates that experienced changes resulting from last update
- 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.
- Mobile Phone Application (myOrmondBeach)
 - Project Status: Application available for download
 - Staff worked on reformatting contact list and other minor formatting / usability issues to provide to vendor for update.
- 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.