

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: November 2, 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
- Weekly meetings with City Clerk, HR Director
- Bi-weekly meetings with IT Manager, Planning Director and Fire Chief

Spoke to, attended and/or met with:

- Reverend Branch retirement celebration
- Rotary meetings
- Met with Assistant City Manager, Economic Development Director and G. G. Galloway on Julian's restaurant
- United Way meeting on allocation of funds to recipient organizations
- City/County Managers' meeting
- Weekly conference call with FCCMA staff
- Met with St. James' fifth grade class during their tour of City Hall

### **Community Development**

- Planning Services
  - Interviews for the PT Development Review Engineer began. Seven engineers have been selected and interviews will conclude on Friday.
  - The Director met with the RFP Selection Committee regarding the Financial/Utility/Development Permitting System that is to replace the Sungard HTE system. It appears that a joint solution will not work for everyone. Tyler Munis is the best package for Finance while Tyler Munis does not permit e-plan submittal or provide a good citizen portal to query the City's database as it relates to development. It is expected that the Community Development portion will go out for an RFP while Tyler is retained to do the Finance/Utility portion.
  - The Director met with FDOT's consultant regarding Phase 2 of the US1 Corridor Improvement Plan. It is hoped that the City can include FDOT's portion of Ormond Beach in the Redevelopment Plan to be prepared for the US1 Corridor provided the City Commission approves Staff's Finding of Necessity for declaring the area as a CRA.
  - The City will convert its local road impact fee into a mobility fee for the US1, A1A and SR40 corridor only. Everywhere else the City's road impact fee will apply. Volusia County is not willing to grant the City an exemption to the Countywide Road Impact Fee program. The City's mobility fee will be the same or less than the City's Road Impact fee for all land uses expected to (re) develop on these corridors.
- Building Services
  - 71 permits issued with a valuation of \$2,986,849.00

- 222 inspections performed.
- 4 business tax receipts issued
- Development Services:
  - No new SPRC cases to be reported this week.

## **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. 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 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 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.
- Staff attended the National Business Aviation Association 65<sup>th</sup> annual convention held at the Orange County Convention Center, Team Volusia and Volusia County sponsored an exhibitor booth for the airports of Volusia County to display their material and for staff to work the show.

#### Airport Operation and Development

- Halifax Paving, Inc. continued to work on the Taxiway Alpha Relocation & General Airfield Improvements Project this week. Crews were on the airport to install silt fencing and begin clearing for the Taxiway Alpha and Taxiway Echo phases of the project.
- Two 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 have been placed on the November 7<sup>th</sup> City Commission Agenda.
- An addendum to the Professional Services Agreement between the City and Hoyle, Tanner and Associates regarding the Taxiway Alpha Relocation & General Airfield Improvements Project has been placed on the November 7<sup>th</sup> City Commission Agenda.
- Staff continued to work this week with the firm of Slack, Johnston & Magenheimer, Inc. to finalize an appraisal and initial valuation of certain airport parcels.
- Staff continued to work with the GIS department this week to research and illustrate parcel histories at the airport.
- Staff worked with the City's landscape contractor to trim shrubs and other foliage near the airport gates to prevent potential malfunction due to overgrowth.
- Staff deployed internal resources to remove brush on the airport that had begun to obscure the view of Taxiway Echo from the control tower.

#### Finance/Budget/Utility Billing Services

- On-going Projects
  - Preparation of year-end audit.
- Completed Projects - Weekly
  - Processed 48 Journal Entry Batches (# 5312 – 5339 and # 259 - 340).
  - Approved 34 Purchase Requisitions totaling \$241,454.46.
  - Issued 25 Purchase Orders totaling \$803,978.66.
  - Prepared 139 Accounts Payable checks totaling \$134,727.63 and 37 Accounts Payable EFT payments totaling \$345,712.50.
  - Prepared 38 Payroll checks totaling \$31,272.20 and 323 Direct Deposits totaling \$376,332.19.
  - Transferred IRS 941 payment of \$132,041.65.
  - Processed 3,787 cash receipts totaling \$593,709.84.
  - Processed 998 utility bill payments through ACH totaling \$79,359.21.
  - Processed and issued 3,908 utility bills with billed consumption of water of 16,174k.
  - Issued 387 past due notices on utility accounts.

#### Grants/PIO

- Public Information
  - Press Releases
    - Open Gymnastics Workout
    - Nova Community Center
    - Kopy Kats Revue
    - Movies on the Halifax – Dolphin Tale (11/2 6:30 p.m.)
    - Field Closures – Friday, October 26, 2012
    - Walking with the Manager (11/15)
    - Casements Closure (11/29-30)
    - Mayor's Walk Over the Bridge and Through the Parks (11/10)
    - Andy Romano Beachfront Park to be Featured in December Issue of Parks & Rec Business Magazine
    - Street Light Painting (Begins November 5<sup>th</sup>)

- Other
  - Citizen Contacts
  - Media Contacts
  - Added to and updated items in News & Announcements and other pages on the City's website.
  - Organized and chaperoned a 5<sup>th</sup> grade class field trip to City Hall.
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

### **Fire Department**

#### **Weekly Statistics**

- Fires: 6
- Fire Alarms: 2
- Hazardous: 15
- EMS: 70
- Motor Vehicle Accidents: 2
- Public Assists: 38

#### **TOTAL CALLS: 133**

- Aid provided to other agencies: 16 calls – Volusia County (10), Daytona Beach (5), Holly Hill (1)
- Total staff hours provided to other agencies: 15
- # of overlapping calls: 23
- # of personnel sent with EVAC to assist with patient care during hospital transport: 0
- Total EMS patients treated: 58

#### **Training Hours**

- EMT Refresher: 19
- Hazardous Materials: 5
- Incident Command: 6
- Leadership: 5
- Paramedic: 24
- Technical Rescue: 2

#### **TOTAL TRAINING HOURS: 61**

#### **Station Activities**

- Updated 19 pre-fire plans
- Inspected 91 fire hydrants
- Participated in Trunk or Treat at Sports Complex – 35 children
- Provided public education to Ormond Beach Union Learning Center for Fire Prevention Month – 30 children

#### **Significant Incidents**

- 10/24/12, 8:34 AM: Greenvale Dr. – Roof Rescue – Resident passed out on roof – due to patient's location, Quint 92 and Engine 94 positioned ladders to roof – patient taken down ladder to stretcher and transported to hospital.
- 10/26/12, Storm related events: 2 fire alarm activations, 9 power lines down or arcing, 1 motor vehicle accident, 3 trees down (2 on houses, 1 in roadway), 1 false fire call.

#### **Operations**

- Attended monthly Volusia County Fire Chief's Association meeting.

- Attended meeting with IT and Communications International regarding communication tower at Fire Station 94.

## **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 eighteen 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.
  - 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 – 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 have been received, entered on the applicant tracking sheet with qualifications. Applications have been 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.
  - 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. Interviews have been scheduled and will conclude on 11-05-12.
  - 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. Interviews have been scheduled and will conclude on 11-05-12.
- **Demotions**
  - Police Department – Voluntary demotion from Police Corporal to Police Officer effective 01-12-13.
- **Terminations/Resignations/Retirements**
  - FY Attrition – M/E 9-30-12: 5.21% (excluding retirements).
  - Leisure Services Department/Athletic Fields Maintenance – Maintenance Worker II, effective 11-09-12.

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.
- ICMA 457 Deferred compensation meeting has been scheduled for 11-02-12.
- Nationwide 457 Deferred compensation meeting has been scheduled for 11-09-12.

City Events/Employee Relations Update.

- Wellness COVE – 90 employees received their Health Risk Assessment on 10-31-12. Additional appointments are scheduled for 11-14-12.
- 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.
- Employee Health Fair will be held on 11-14-12 at Nova Community Center.

Training & Development Opportunities

- Development of Leadership for Supervisors training module.

Risk Management Projects

- Attend Mayor's Health & Fitness Challenge planning meetings.
- Attend Health Risk Assessments.
- Attend Health Fair planning meetings; pick up door prize donations.

Information Technology (IT)

- Information Systems (IS)
  - Work Plan Projects
    - Finance/Community Development – CRM system replacement – Reviewing additional information requested from the vendors. Meeting scheduled for Nov 1.
  - iSeries system (HTE Sungard Naviline) - None
    - Windows Servers: - None.
    - Networking System: - None.
    - Work Orders: - 35 New work - 54 completed - 27 in progress
    - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	23,898	Inbound E-Mails Blocked	13,085
Delivered Inbound E-Mails	10,678	Quarantined Messages	135
Percentage Good Email	44.7%	Virus E-Mails Blocked	1,058

  - Notable Events: None.
- Geographical Information Systems (GIS)
  - Addressing Additions: 2 Changes: 1 Corrections: 0
  - Map/Information Requests: 18
  - Information Requests from External Organizations: 0
  - CIP Related Projects (pavement management, project tracking map): 0
  - Meter GPS locate and ID: 22,502 total, completed 3,367 (15.0%) potable 3,132, Irrigation 246
  - Notable Events: None.

### Leisure Services

- Administration

Meetings attended/hosted:

- Weekly Public Works staff meeting
- City Manager weekly meeting
- Administrative staff meeting
- Meeting with event company
- Park visits
- One-on-one meetings with staff
- RFP preparation
- Agenda item preparations
- Weekly progress meeting with Austin Outdoors.
- Met with janitorial contractor
- Met with the painting contractor to discuss progress of various projects.
- Attended progress meeting for Andy Romano Beachfront Park
- Weekly staff meeting with Athletic Fields, Building Maintenance, and Parks Foreman
- Met with Fleet Maintenance Supervisor to discuss equipment repair issues
- Park and facility inspections conducted after Friday and Saturday high winds.
- Designed specifications for several RFQ's that were sent out for R&R projects.

- 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 17<sup>th</sup>, 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 finished this week on Monday and Thursday, 6pm to 8pm, at the Nova gymnasium. T-shirts and awards were presented to all participants.
- The City Adult Coed Softball League continued their 2<sup>nd</sup> 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 started their post 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 were held at the Sports Complex Softball Quad.
- River Bend Academy played host to their 1<sup>st</sup> home soccer games of the season at the Sports Complex, Soccer Field #8, on Tuesday and Thursday at 6pm.
- Seabreeze High School played host to their 1<sup>st</sup> home soccer games of the season on at the Sports Complex, Championship Field #7, Thursday at 5:30pm and 7pm.
- Calvary Christian Academy hosted a home football game on Friday at the Sports Complex, Championship Field #7, at 7pm.

- 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 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 Pop Warner football teams on Saturday.
  - Prepped soccer and football fields for weekend games.
  - Continued girls' recreational softball leagues at the softball quads.
  - Continued boys' recreational baseball leagues at the quads and the South Ormond fields.
  - Final inspection conducted at the new T-ball fields construction site.
  - Continued flag football leagues this week.
  - 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 9:30pm.
    - 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.
    - City of Ormond Beach Engineering Division held a community information meeting on Thursday from 6:30pm to 8:00pm.
    - 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 Performing Arts Center is preparing to host the following events:
      - 2012 Kopy Kats Musical Revue, Friday, November 2<sup>nd</sup>, 7:30pm to 10pm
      - 2012 Kopy Kats Musical Revue, Saturday, November 3<sup>rd</sup>, 2:30pm to 5pm
      - 2012 Kopy Kats Musical Revue, Saturday, November 3<sup>rd</sup>, 7:30pm to 10pm
      - 2012 Kopy Kats Musical Revue, Sunday, November 4<sup>th</sup>, 2:30pm to 5pm

- 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
  - Attended staff and event meetings with Recreation Manager.
  - For 2012 Senior Games, assisted with events October 20-27 and the Celebration of Athletes dinner. Cleaned up and organized equipment from the Senior Games.
  - 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.
  - Continued preplanning activities for the Veterans' Day Dinner, Monday, November 12<sup>th</sup>.
  - Conducted 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.
  - Preparing for team cheer competitions in January.
  - 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. This will be their final week of volleyball.
  - Challenger Basketball, a sports program for those with special needs ages 10 and older, started practice on Monday from 5pm to 6pm in the Nova Community Center.
  - Challenger Sports of All Sorts began its second session on Thursday from 4pm to 5pm at the Nova Community Center.
  - Renovations on the outside handball and basketball courts will continue until January 2013.
  - Health Assessments were held in the gym on Wednesday, October 31, 2012.
  
- The Casements
  - Classes met this week including Pilates, Yoga, and a new Reflections course.
  - Tours continued from 10am to 4pm Monday through Friday and Saturday from 10am to 11:30am.
  - A group of 25 visitors from North Carolina toured The Casements on Saturday.
  - Rockefeller Revisited was held at The Casements on Saturday.
  - A memorial service was held in Ormond Memorial Gardens on Sunday.
  - Window caulking took place throughout the week at The Casements.
  - Staff was busy with the strike of Rockefeller Revisited throughout the week.

- A corporate Fish Fry was held at The Casements on Monday evening.
  - Staff set up for the Garden Club of the Halifax Country Club meeting held in the gallery on Tuesday.
  - The Florida Women's Art Association hung their artwork in the gallery on Tuesday.
  - The carpets were cleaned at The Casements on Wednesday.
  - The Farmer's Market was held at in Rockefeller Gardens from 8am to 1pm.
  - The Guild Crafters met in the art room Thursday afternoon.
  - A wedding rehearsal was held in Rockefeller Gardens Thursday afternoon.
  - The gallery opening of the Florida Women's Art Association exhibit entitled "A Woman's Touch" took place on Friday evening.
  - "Dolphin Tale" will be the feature presentation for Movies on the Halifax this evening in Rockefeller Gardens.
  - A memorial service was held in Bailey Riverbridge on Friday evening.
  - 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 loose deck boards at Cassen Park.
    - Assisted Building Maintenance with shelving at the Police Department.
    - Installed a new bench at Riviera Park.
    - Installed twelve new benches on the pier at Cassen Park.
    - Installed a trash can receptacle at Cassen Park.
    - Dug out area and installed gravel for drainage problem at Cassen Park.
    - Transported shelving for storage to the Ormond Beach Sports Complex.
    - Filled the low areas in Rockefeller Gardens with dirt.
    - Removed graffiti from picnic tables at Birthplace of Speed Park.
    - Cleaned up a homeless camp at Cassen Park.
    - Conducted citywide safety inspections of parks and equipment.
    - Completed weekly inspections of park facilities for reservations.
- 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.
    - Oversaw zoned A/C system installation in office and lobby of the Nova Community Center.
    - Oversaw installation of two mini-split systems at Fire Station #93.
    - Hung up items in Building Maintenance foreman's office.
    - Repaired toilet at the Leisure Services Administration office.
    - Made new balance beams for the Gymnastics Center.
    - Reset the floor mat at the Gymnastics Center.
    - Replaced ceiling tiles at the Senior Center.
    - Met with the roof contractor at Ormond Beach Sports Complex.
    - Replaced the mailbox at Nova Community Center.
    - Met with the roofing contractor at South Ormond Neighborhood Center.
    - Fixed the steam table for Meals on Wheels at the Senior Center.
    - Repaired the walkthrough gate at the Airport control tower.
    - Replaced two runway fixtures at the Airport.
    - Repaired gym lights at South Ormond Neighborhood Center and Nova Community Center.
    - Repaired lights at Bailey Riverbridge Gardens.
    - Installed new electric for A/C units at the Nova Community Center and Fire Station #93.
    - Installed security camera at Fire Station #92.
    - Repaired high voltage neutral wire at the Nova Community Center.

- Repaired the sign light at the Airport.
- Met with the plumbing contractor at the M5 Lift Station.
- Repaired a loose faucet in the men's restroom at Fortunato Park.
- Met with Orkin at Fire Station #93 for a termite inspection.
- Evaluated repairs needed for the Standish Drive Water Station.

### **Police Department**

#### **Administrative Services**

- Attended Uniform Crime Reporting training class for police executives.
- Attended monthly Volusia & Flagler Police Chiefs Association meeting.
- Attended weekly Police Department and City Manager staff meetings.
- Attended DARE Graduation at Pathways Elementary School.
- Attended bi-weekly meeting with the City Manager.
- Detective Donnie Brock retired on October 31, 2012, after 26 years of service with the Ormond Beach Police Department.

#### **Community Outreach**

- PAL staff continued to work on the upcoming PAL Golfing for Youth Tournament. The tournament will be held November 3, 2012, at 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 and completing labs in teeth impressions, blood spatter and DNA. 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 20<sup>th</sup>.
- Members of the YDC stuffed goody bags for Halloween treats that were given out at the South Ormond Neighborhood Center.

#### **Criminal Investigations**

- Cases Assigned: 24
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 5
- Inactive: 9
- Fraud: 4
- Burglary Residential: 3
- Larceny Car break: 9
- Grand Theft: 5
- Auto Theft: 1
- Missing Persons: 1
- Recovered Missing Persons: 1
- Sex Offense/Rape: 1

#### **Comments:**

- Burglary/Grand Theft: Three adult subjects have been identified in the recent burglaries of garages where lawn equipment was stolen. These subjects also have been involved in thefts outside of the Ormond Beach area. Investigators have located some of the stolen property and charges are being prepared. Investigation continues.
- Tomoka Oaks Country Club has reported several thefts from the clubhouse. Investigators have identified an employee believed responsible for the thefts. Investigation continues.
- Local 91 year-old reported missing located in Palatka, FL. A Silver Alert was put out and cancelled when he was located. The subject was confused and needed assistance getting home.

- Art work was stolen off the wall at Caffeine's. Investigators believe the culprit used a credit card to pay his tab just prior to the theft. A subpoena will be obtained to get the subject's information for further investigation.

Community Service/Animal Service

- Animal Calls: 53
- Animal Traps: 2
- Animal Bites: 2
- Animal Reports: 8
- Animal Licenses:3
- Animals to Halifax Humane Society: 2 Dogs
- Injured Wildlife: 2
- Animal Returned to Owner: 1
- Notice of Violation: 1
- Animal Citation: 1

Records

- Walk - Ins / Window 138
- Phone Calls 196
- Arrest / NTA'S 22
- Citations Issued 124
- Citations Entered 243
- Reports Generated 120
- Reports Entered 127
- Mail / Faxes / Request 48

Patrol

- Total Calls 1,616
- Total Traffic Stops 235

Operations

Crime Opportunity Reporting Forms issued: 117

- 10-25-12 Shoplifting at 762 S. Atlantic Ave. A female was charged with retail theft.  
10-25-12 Trespassing at Central Park. Two transients were issued trespass warnings.  
10-26-12 Theft at Winn Dixie on W. Granada Bv. A sign was stolen overnight.  
10-26-12 Theft at Winn Dixie on W. Granada Bv. A bicycle was stolen from the outside.  
10-26-12 Disturbance at 3 Canterbury Woods, roommate charged with battery.  
10-27-12 Disturbance at 197 Wilmette Ave. Husband charged with domestic violence.  
10-27-12 Burglary at 14 London Ln. A bicycle was stolen from the garage.  
10-28-12 Car Burglary at Panera Bread in the Trails. 1 adult and 1 juvenile taken into custody for burglary.  
10-28-12 Auto Theft at 216 Arlington Way. A vehicle was stolen from the driveway.  
10-28-12 Disturbance at 64 Oakmont Cir. Husband arrested for domestic violence.  
10-28-12 Car Burglary at 119 Bonita Pl. Guitar stolen from a vehicle after forced entry.  
10-28-12 Assault at 1 Laurel Oaks Cir. A woman was arrested for threatening family.  
10-29-12 Disturbance at 900 Blk. N. US-1, Kickstart Saloon. One arrest for battery.  
10-29-12 Disturbance at Motel 6, N. US-1. One arrest for disorderly intoxication.  
10-30-12 Grand Theft at 874 Lindenwood Cir. Family member stole property from the residence and pawned it.  
10-30-12 Theft at 470 N. Halifax Dr. A purse was stolen by unknown suspects.  
10-31-12 Grand Theft at 5 S. Yonge St. Texaco. Suspect went into office area and stole \$500 and a lap-top computer.

Traffic Unit:

- 12-10-00539, Crash w/Injury, Clyde Morris at West Granada. A man and woman were crossing Clyde Morris from East to West in darkness wearing dark clothing. They disobeyed the pedestrian crossing signal and ran in front of traffic turning left from West Granada to Clyde Morris. The woman was struck by car and taken to Memorial Hospital with a nonlife threatening injury.
- Traffic Citations 88
- Crash - No Inj. 11
- Crash - Injury 1
- Warnings 8
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
  - Self-Initiated Enforcement Locations:
    - Central Park area
    - 1200 BLK N. US 1
    - S. Yonge Street
    - SR A1A
    - 1500 BLK N. Beach Street
  - Enforced Complaints:
    - Clyde Morris Blvd.
    - SR 40 / US 1
    - South Kings Road.

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 2 Cases Initiated
- Zone 2: 0 Cases initiated
- Zone 3: 1 Case initiated
- Zone 4: 1 Case initiated
- 51 signs have either been removed or sign cases created.
- 12 tree removal permit requests.
- Administrative staff assisted with twenty-seven (27) 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 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. This case is scheduled for the November 26<sup>th</sup> 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.
- 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**
  - Roadway Resurfacing – Contractor has substantially completed resurfacing 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.
  - Tymber 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.
  - 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 phases 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 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. 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 – Contractor completed rough grading and is ready to start digging trenches for the spread footers.
  - Fire Station 91 Playground Renovation – Work is scheduled to start on November 12.
  - 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 Services and Quality of Life Boards' recommendations and will be presented to the City Commission on December 4<sup>th</sup>.
- Mainland 2-inch Water Main Replacement – A public meeting to discuss the project was held at the Senior Center on October 25<sup>th</sup> at 6:30 PM.
- FDOT Roadway Resurfacing - Prepared existing utility conflict plans for the proposed resurfacing of the northbound lane of US-1 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 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. 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 Service 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 (2<sup>nd</sup> 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 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. Workshop is scheduled for November 13<sup>th</sup>.
- 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.
- Environmental Learning Center – Provided as-builts related to utility connections to the consultant. A workshop is planned for November 13<sup>th</sup> 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.
- Located trees along Hand Avenue and South Ridgewood per N.I.D. request.
- Residential SWMP Permits review and filing (on-going)
- Magnolia wall measurement (on-going)
- Calculated and revised square footage of the Gardens of Adison sketch and legal description per GIS request.
- Updated Vining Court drawing to create a striping plan for the 2012 Roadway Resurfacing project.
- Created work in the right-of-way permit for FPL from 1417 Overbrook to 947 Northbrook.
- Created a drawing to estimate square footage of the decorative crosswalk for the John Anderson collector road upgrade project.
  
- Environment Management  
Street Maintenance  
Asphalt / Concrete
  - Picked up debris at Memorial Gardens
  - Trimmed the ROW (Right-of-Way) on Granada Blvd. from Winding Woods to Misners Branch
  - Pulled forms and backfilled at Collins & Burns
  - Cut out broken sidewalk with concrete saw on Hidden Hills Blvd.
  - Picked up a pallet of cold patch at Lowe's
  - Attended a demonstration of resin cement and asphalt at the Public Works yard
  - Asphalt repair on the side of the road at John Anderson Drive & Royal Palm
  - Asphalted patches at 190 Grove St. and 506 Sandy Oaks Blvd.
  - Asphalted a spillway at Collins & Burns
  - Asphalted the radius of the gutter at John Anderson Dr. & Royal Palm
  - Concrete repair at Nova Recreation
  
- 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
  - Filled miscellaneous gas cans at the Public Works Yard
  - Trimmed trees at various locations
  - Cleaned up debris at various locations after Hurricane Sandy
  - Picked up storm debris at west end of Greenwood, at Ridgewood & Cumberland, and at Shady Branch Trl.
  - Removed a dead bay at 98 Melrose Ave.

#### 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
- Picked up debris after the storm on SR40
- Assisted the concrete crew with the track hoe at Hidden Hills Blvd.
- Filled holes with recycled concrete at Cassen Park
- Put down a load of shell in the parking lot at Ames Park
- Assisted Building Maintenance at the Airport with putting down recycled concrete

#### Sign Shop

- Repaired, replaced or installed signs at the following locations and other jobs:
  - N. Yonge St. & Kenilworth Ave., straightened a 25 MPH sign post
  - N. Yonge St. & Wilmette Ave., replaced a stop sign & 4-way sign and straightened the post
  - Sherbourne Way & Overbrook Dr., replaced a stop sign and straightened the post
  - Cumberland Ave. & McIntosh Rd., straightened a stop sign post
  - Putnam Ave. & N. Yonge St., straightened a stop sign post
  - Wilmette Ave. & N. Yonge St., straightened a "No Truck" sign post
  - N. Yonge St., replaced a 25 mph sign & straightened post
  - 731 Fleming Ave., straightened post on flooded road sign
  - Cameo Dr. & Fleming Ave., straightened a stop sign post
  - 727 Fleming Ave., straightened a 25 mph sign post
  - Laurel Oaks Cir. & Fleming Ave., straightened a stop sign post
  - Kenilworth Ave. & N. Yonge St., replaced a stop sign
  - Performing Arts Center & Andrews St., straightened "No Parking" sign post
  - Andrews St. & Melrose Ave., replaced stop sign & straightened post
  - Fleming Ave. & S. Center St., west side, replaced stop sign & straightened post
  - Lynn Dr. & Ann Rustin Dr., straightened 25 mph sign post
  - Ellsworth Ave. & Arbor Dr., replaced HIP (High Intensity Prismatic) street names post
  - Cardinal Dr. & Riverside Dr., fabricated & installed HIP street names
  - Ann Rustin Dr. & Marie Cir., fabricated & installed HIP street names
  - Village Dr. & Willow Run, corrected direction of street names

#### 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

- 127.5 miles of road cleaned (This was for 3 days, there was a lot of storm debris)

- 60.0 cubic yards of debris removed

- Fleet  
Mileage Traveled by all City Departments for the week  
29,580

PM Services completed for the week:  
Emergency—Vehicles and Equipment  
11

Non-Emergency Vehicles and Equipment  
13

Road Calls for the week:  
2

Quick Fleet Facts:

- Fleet has 8,415 gallons of unleaded and 7882 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,486 gallons of unleaded and 876 gallons of diesel.
- Fleet completed 48 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 – Awaiting response to the letter 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 was prepared for the December 4<sup>th</sup> meeting recommending award to McMahan Construction for \$142,500 to construct the project.
- Division Avenue Well Field Raw Water Piping – Requested proposal for design services from the consultant.
- WWTP Dewatering Station Bypass Project – Work started on the project. The tapping sleeve and valve is being installed by B&G.
- Cross Connection Control (CCC) Program Management Services – Developing final CCC plan, ordinance and manual updates to meet current state regulations to include backflow protection device configuration for implementation of providing reuse to the Breakaway Trails and Hunter's Ridge expanded 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 was 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 was held with the contractor and consultant to optimize schedule for cutting over existing connections to the new force main. Connections to the new force main have started.
- FDOT State Road A-1-A Left Turn at Lynnhurst Drive – The FDOT consultant requested an updated utility work schedule.
- North Peninsula 2-inch Water Main Replacement – Consultant is preparing revised plans.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Pump #3 is being retrofitted with a new style impeller by the manufacturer. Waiting for a response to the CDM Smith 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 – Training for soft starts on the effluent transfer pumps was conducted. Training for the carousel aerators is scheduled tomorrow. The first of two carrousel is now drained, cleaned and was retrofitted with new air diffuser and mixer equipment. Work is progressing in the operations building. Operations staff making necessary adjustments for minimizing disruption to plant stability and corresponding effluent quality. Monthly project meeting held this week with substantial completion scheduled for late January.
- 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 – Contract is awarded. A preconstruction meeting is going to be scheduled.
- 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 - A field meeting will be scheduled by FDOT consultants to review various options to resolve a noted conflict at Clyde Morris Boulevard intersection.
- SR40 from Tymber Creek Road to Perrot Resurfacing – Obtained 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 – Plans received from Engineering incorporating the site survey of Lift Stations 9M and Walmart 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: Met with the owner's representative to discuss the proposed office/warehouse condominium complex on 8 Coolidge Ave. Met with potential purchaser of a property at 267 Hand Avenue to discuss conversion of this area into a bait shop.
- Transfer Station Lift Station Upgrades – Contractor awaiting pump equipment delivery scheduled for October prior to on-site activities.
- Continuing collaboration with consultant and Finance staff to discuss summary of recent small meter testing activity and meter replacement options for future consideration.
- Water Distribution
  - Exchanged 9 residential water meters
  - Responded to and/or repaired 9 water service leaks
  - Replaced 4 water services due to aged piping
  - Repaired/replaced 22 meter boxes
  - Responded to 6 low pressure and 1 cloudy water complaints
  - Tested 6 city owned backflow preventers, all closed tight and were protecting the water system.
  - Assisted 4 customers with misc. water issues (i.e. stiff valves, leaks in house, etc.)
  - Meter Testing: tested one each 4", 9 each 2" and one each 1½" commercial water meters, all tested accurate,
  - Continued city owned fire hydrant maintenance program: 9 hydrants have been checked for operation and any maintenance needs have been completed.
  - Performed valve maintenance on 10 valves on the beachside
  - Completed performed flushing in the Falls subdivision, repaired the flushing device in Coquina Key subdivision

- Backfilled and sodded Grove St, Sanchez Ave, Hummingbird Lane, Sunny Beach Dr, Kent Dr, N Beach St
- Utility locate service for Water/wastewater/reuse: 6 utility locates have been completed
- Water Treatment
  - Delivered to the City 36.192 million gallons for the week ending Oct. 28, 2012 (5.170 MGD)
  - Backwashed 8 filters for a total of 313,000 gallons backwash water.
  - Produced and hauled 67.5 wet tons of dewatered sludge.
  - Operated north & south plant generators for routine PM.
  - Delivered Quarterly Well Supply Chlorides Report to the St. Johns River Water Management District.
- Wastewater Collection – Reuse
  - Crews responded to nine trouble calls Breakaway/Hunters Ridge PEP System service area and two in town.
  - Televised and cleaned five sewer laterals.
  - Ten inch force main on Ocean Shore Blvd. pressure @ 12 psi 10/23/12.
  - Rehabbed PEP tank at 3 Mystic Lake Way.
  - Scheduled repair of broken PEP tank at 20 Forest View Way for next week.
  - Low pressure sewer psi reading Westland Run 24/25 psi, Foxhunters Flat 20/22 psi and 4" on Shadow Creek Blvd. 8/10 psi.
  - Assisting Contractor cut over of existing lift station connections to new 16 inch force main on Airport Rd. Completed this week includes Pathway School, Southern Pine Subdivision, 8 inch main on Tymber Creek Road and Airport Road – US1 main connection.
  - Ongoing flushing of reuse system on peninsula. Cleaned bermad filter at Tomoka Oaks golf Crouse.
  - Checked force main pressure at 1800 US1- 8 psi.
- Wastewater Treatment
  - Domestic and Industrial Wastewater flow was 26.36 Million Gallons.
  - Produced 14.66 Million Gallons of Reuse.
  - Produced 11.70 Million Gallons of Surface Water Discharge.
  - Influent flows average for week @ 3.77 MGD, plant designed for 6 MGD
  - Hauled tons of sludge 65.43 (14%-18% Solids).
  - Operations support provided for contractor activities at plant site associated with Phase 1 and Phase 2 WWTP Rehabilitation Project.
- Utilities Maintenance Division  
Water Plant - Well Fields - Booster Stations
  - Replaced the belts on Sodium Hypochlorite blowers
  - Replaced Main blower filter on the Sodium Hypochlorite generator.
  - Reset Main breaker at well 39R, will continue to monitor.
  - Went to well 34H to test main underground feed wires. Found they are bad between wells 33 and 34H, will locate junction boxes and check them for water intrusion.
  - Started Water Distribution license training course at City of Daytona Beach. Supervisor, Foreman and 2 plant pump mechanics attending 8 week – 2 afternoons per week course.
  - Installed phase monitors at wells 33H, 34H and BAT4.
  - Continued work on new controls at Shadow Crossings irrigation system. Pumps now run in a Jockey pump configuration, 50 HP pump only runs when demand is high and 25 HP maintains system pressure when demand is normal. New configuration will reduce energy consumption.
  - Reamed claricone injection port.

- Monitored storage tanks - wells in Hunters Ridge and Breakaway Trails.
- Performed PM's to Rima, Division, SR40 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

- Reset parameters on chlorine analyzer.
  - Reset Soft Start pump controller at BAT liftstation #2 pump.
  - 7P – SCADA – high starts – adjust floats & transducer as needed
  - 8P – SCADA – no starts pump #2 – reset motor starter
  - Carousel #2 – replace valve at wash down hose
  - 7P – deragged both check valves
  - Ormond Lakes #4 – finish removal of rusted hardware at check valves and replacement with stainless steel hardware – deragged both check valves.
  - Training – Carrousel Blowers
  - Ormond Mall – reset bollard protecting liftstation knocked over by delivery truck
  - Deragged Influent pumps
  - Spring Meadows – check station after scheduled power outage for FPL repairs – All OK
  - R.A.S. Room – Assembly & installation of new priming water manifold.
  - Bar screens: 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 20 stations.
  - Master Liftstations – pump down wet well – washed walls and broke up scum layer.
  - Monthly PM's to 18 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
  - Annual PM's - 3 liftstations. (pulled pumps, inspected & changed seal oil)
  - Utilities Division completed 94 work orders as reported in MP2 computerized maintenance management system, of which 74 were PM work requests and 20 were repair work orders.
- Wastewater Collection/ Treatment/ Disposal Regulatory Activities
    - Industrial Pretreatment Program: Awaiting Department acceptance of recent amendments to the City's Sewer Use Ordinance and Local Limits Resolution upon expiration of advertised comment period.
    - 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 waste water 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 disposal methods and locations. Staff is also considering other public outreach avenues such as the Earth Day event.
  - 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 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.
- 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 prepared and forwarded quarterly chlorides report to District.
- Florida Department of Health Sanitary Survey: The City's Water Treatment Plant received the report for the triennial Sanitary Survey. Staff submitted the City's response on corrective actions and offered additional comments - corrections to the Health Department. Awaiting confirmation of receipt and any additional requests for information.
- 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 even better than years past.

#### **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
- Staff participated in the Health Risk Assessment program.
- Agenda packet preparation and creation for the City Commission Meeting on November 7, 2012.
- Agenda packet preparation and creation for the November 8, 2012 Public Works Advisory Board

#### **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.
- 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.