

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: November 9, 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:

- Bi-weekly meeting with Economic Development Director
- Weekly meeting with City Clerk
- Weekly staff meeting with directors

Spoke to, attended and/or met with:

- Attended Alliance for Innovation Big Ideas Conference
- As requested, agenda review with Commissioner Boehm
- Employee of the Quarter and Employee of the Year committee meeting
- Met with Mr. and Mrs. Daugherty regarding dog dining
- Commission meeting
- FCCMA Symposium
- Hosted FCCMA Board meeting
- Rotary golf tournament
- News-Journal Food Brings Hope campaign

### **Community Development**

- Planning Services
  - Interviews for the PT Development Review Engineer were completed. A recommendation to hire was forwarded to HR.
  - Granada Boulevard re-surfacing and medians: The contractor selected for the project is Masci General Contractor, Inc. There is a pre-construction meeting the week of November 19<sup>th</sup>. The contract is a 105 day contract and time will begin on December 6, 2012.
  - The Mobility fee is designed to be substantially below that of the City's road impact fee in order to promote infill and redevelopment. The mobility fee can be used for road efficiency improvements (not capacity); transit and sidewalk/trails. The Mobility Fee is applicable only to SR40, Downtown, US1 and A1A.
  - Underground Utilities:
    - There are several City Commission agenda items related to the utility providers and contracts to move the project forward. The Commission items can be viewed at <https://ormondbeach.ig2.com/citizens/default.aspx>. The estimated cost for the utility providers is \$1,371,929. These costs do not include items such as streetlights and landscaping.
    - Staff sent out and walked around a notice to property and business owners regarding the road resurfacing and the underground utilities project. Staff is currently working to obtain easements from private property owners to establish the underground infrastructure needed to convert utility services. Property and business owners

should be contacted soon by an electrical engineer regarding re-connection of buildings to the underground utility system.

- Building Services
  - 53 permits issued with a valuation of \$767,534.00
  - 189 inspections performed.
  - 5 business tax receipts issued
  
- Development Services:
  - Sunoco at 3 North Yonge Street. There was an application submitted on October 3<sup>rd</sup> and the project is continuing to move forward.
  - Dr. Batniji, 121 East Granada Boulevard. The project proposes to expand the existing building and has received a variance for a side and rear yard setback encroachment. The City's Site Plan Review Committee has approved the project and awaits a final submittal from the applicant. The applicant has stated that they are obtaining outside agency permits.
  - Jimmy Johns, 300 West Granada Boulevard. The project is under construction and there have not been any construction related issues. This is the first new building in the downtown that has been brought forward to the build-to-line.
  - Ormond Garage replica, 21 Ocean Shore Boulevard. The Motor Racing Heritage Association applied for a front yard variance to construct a replica of the Ormond Garage to house replica cars that were previously displayed. The Board of Adjustment approved the variance request.

## **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 met with representatives of Julian's Restaurant, which recently closed to discuss reuse of the property.
- Staff attended the Daytona Regional Chamber Legislative Action Committee meeting to finalize the 2013 Legislative priorities list. Staff worked 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. continued to work on the Taxiway Alpha Relocation & General Airfield Improvements Project this week. Crews worked on clearing airport areas needed for construction of 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 were presented to the City Commission for approval at their meeting on November 7<sup>th</sup>.
- An addendum to the Professional Services Agreement between the City and Hoyle, Tanner and Associates regarding the Taxiway Alpha Relocation & General Airfield Improvements Project was presented to the City Commission for approval at their meeting on November 7<sup>th</sup>.
- Staff completed work this week to secure wetland mitigation credits required for the Taxiway Alpha portion of the Taxiway Alpha Relocation & General Airfield Improvements Project.
- 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.

#### Finance/Budget/Utility Billing Services

- On-going Projects
  - Preparation of year-end audit.
- Completed Projects - Weekly
  - Processed 56 Journal Entry Batches (# 5341 – 5370 and # 345 - 435).
  - Approved 16 Purchase Requisitions totaling \$48,996.16.
  - Issued 13 Purchase Orders totaling \$105,705.81.
  - Prepared 161 Accounts Payable checks totaling \$93,582.86 and 29 Accounts Payable EFT payments totaling \$696,426.47.
  - Processed 4,703 cash receipts totaling \$816,988.02.
  - Processed 1,028 utility bill payments through ACH totaling \$46,227.49.
  - Processed and issued 4,017 utility bills with billed consumption of water of 14,879k.
  - Issued 457 past due notices on utility accounts.

#### Grants/PIO

- Public Information
  - Press Releases
    - Open Gymnastics Workout
    - Nova Community Center

- Meet the Artist (11/8)
- Child and Babysitting Safety Training (11/17)
  
- Other
  - Citizen Contacts
  - Media Contacts
  - Added to and updated items in News & Announcements and other pages on the City's website.
  - Health Fair Flier
  - Countywide Food Drive Fliers and Planning
  - City Santas meeting, planning, donations
  
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - City Commission Agenda items

### **Fire Department**

#### **Weekly Statistics**

- Fires: 2
- Fire Alarms: 5
- Hazardous: 3
- EMS: 75
- Motor Vehicle Accidents: 7
- Public Assists: 41

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

- Aid provided to other agencies: 11 calls – Volusia County (7), Daytona Beach (3), Flagler County (1)
- Total staff hours provided to other agencies: 8
- # of overlapping calls: 28
- # of personnel sent with EVAC to assist with patient care during hospital transport: 0
- Total EMS patients treated: 52

#### **Training Hours**

- EMT Refresher: 10
- Hazardous Materials: 12
- Incident Command: 8
- Paramedic: 5
- Technical Rescue: 2

#### **TOTAL TRAINING HOURS: 37**

#### **Station Activities**

- Updated 28 pre-fire plans
- Conducted 4 fire inspections
- Inspected 119 fire hydrants
- Conducted fire extinguisher training and safety talk to Olive Grove Apartment residents.
- Participated in City Hall tour of children from St. James Episcopal School.

### **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. Twenty-two (22) applications were received and are being entered on applicant tracking sheet with qualifications prior to being sent to the department for review.
- Police Department – Police Officer position was advertised on 09-17-12 on the Florida Police Chief's web site and the City web site and 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 (2 positions) 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, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review.
  - 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. Interviews have been scheduled.
    - Public Works Department/Wastewater - Maintenance Worker II (2 positions) 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 completed.
    - 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 completed.
  - Background/Reference Checks
    - Public Works Department/Planning – Part Time Civil Engineer. Justin Barton has been selected and HR has begun the background screening process.
  - Demotions
    - Police Department – Voluntary demotion of Police Corporal to Police Officer effective 01-12-13.
  - Promotion
    - Public Works/Engineering – Promotion of the part time Civil Engineer in the Planning Department to full time Civil Engineer in the Engineering Division of the Public Works Department effective 11-01-12.
  - Terminations/Resignations/Retirements
    - FY Attrition – M/E 10-30-12: 3.68% (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.

- A Nationwide 457 Deferred compensation meeting was held on 11-08-12 for interested employees.

#### City Events/Employee Relations Update.

- Wellness COVE – planning Health Risk Assessments on 11-14-12.
- 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

- Attended the Mayor's Health & Fitness Challenge planning meetings.
- Attended Leadership planning meeting.
- Attended the Mayor's Mile walk.
- Final preparations for Health Fair; pick up door prize donations.
- Poll risk managers on their agency's practice of random drug testing employee groups.

#### Information Technology (IT)

##### Information Systems (IS)

- Work Plan Projects
  - Finance/Community Development – CRM system replacement – Reviewing additional information requested from the vendors.
- iSeries system (HTE Sungard Naviline) - None
  - Windows Servers: - None.
  - Networking System: - None.
  - Work Orders: - 41 New work - 51 completed - 34 in progress
  - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	21,126	Inbound E-Mails Blocked	9,887
Delivered Inbound E-Mails	11,164	Quarantined Messages	75
Percentage Good Email	52.8%	Virus E-Mails Blocked	977

- Notable Events: None.
- Geographical Information Systems (GIS)
  - Addressing Additions: 0 Changes: 0 Corrections: 0
  - 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 3,576 (15.9%) potable 3,324, Irrigation 252
  - Notable Events: None.

#### Leisure Services

##### Administration

Meetings attended/hosted:

- Supervisory staff meeting
- Public Works staff meeting
- Office Assistant Interviews
- City Manager Weekly Staff Meeting
- City Commission meeting

- Meet the Artist Event at The Casements
- Park visits
- Agenda item completion
- Construction site visits at various parks
- Veterans' Day event meeting
- Mayor's Health & Fitness discussion
- Met with the janitorial contractor.
- Met with the painting contractor to discuss progress of projects.
- Weekly progress meeting with Austin Outdoors
- Weekly staff meeting with Building Maintenance, Parks and Athletic Fields Maintenance foreman
- Met with the flooring contractor to discuss Nova Community Center and Sports Complex projects.
- Inspection of damage at Rockefeller Gardens by rentals from a wedding.
- Pre bid meeting with contractors to work on softball quad dugouts at the Sports Complex.
  
- 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 Thursday evenings.
  - Ormond Beach Golden Spikes and Ormond Beach Youth Baseball and Softball Assoc. continued their fall season on Monday through Thursday 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 playoff 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 Adult Coed Softball League started their post-season 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 finished their season this week at the Softball Quad, Monday and Thursday, Quad #4, 7pm and 8:15pm.
  - OBYBSA Recreational Softball finished up their fall season this week on Monday, Tuesday and Thursday evenings at 6pm. Games are held at the Sports Complex Softball Quad.
  - River Bend Academy played host to two soccer games at the Sports Complex, Soccer Field #8, on Monday and Tuesday at 6pm.
  - Seabreeze High School played three home soccer games at the Sports Complex, Championship Field #7, Monday, Wednesday, and Friday at 5:30pm and 7pm.
  - Basketball Training League began this week on Monday and Wednesday from 4pm to 5pm at the Nova Community Center. This is a 6-week program for 6-7 year old and beginning players.
  - The Girls, Basketball Program starts skills training/assessments this week on Monday and Wednesday night from 6pm to 9pm at the Nova Community Center.
  - The Girls' Basketball Program had a coaches meeting Thursday night at the Performing Arts Center Conference Room 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.
- Hosted the Ormond Beach Pride football teams on Sunday.
- 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.
- Continued flag football leagues this week.
- Prepped field at SONC for weekly games.
- Finished fall fertilizing of all fields, preparing for over seeding.
- Cleaned all sports parks of debris/trash from the events over the weekend.
- Seabreeze High School and Riverbend Academy have begun their soccer seasons.
- Laid out a full size soccer field on the Championship Field for Seabreeze High School boy's and girl's soccer teams.
- Prepared to host a 40 team Lady Renegades Softball Tournament at the Sports Complex, Nova, and South Ormond Neighborhood Center fields.
- Prepared to host 5 Ormond Beach Pop Warner bowl games on Saturday.
  
- 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: Kopy Kats held on stage rehearsal. Show Club, Theatre Workshop, and CMT held regular classes.
    - Wednesday: Kopy Kats held on stage rehearsal. Show Club 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:
  - The Long Run, Eagles Tribute, Friday, November 9<sup>th</sup>, 7:30pm to 9:30pm
- 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 football took place on Monday through Thursday 5:30pm to 8pm.
  - Ormond Beach Youth Basketball Association held tryouts all day Saturday.
  - The fitness room was open from 1pm until 9pm on weekdays.
  - PAL held tutoring Monday through Thursday 3:30pm to 5pm.
- Community Events
  - Attended staff meeting with the Recreation Manager.
  - Attended CPR class.
  - Attended Mayor's Health and Fitness Challenge meeting.
  - Attended fireworks meeting with Santore and Sons.
  - 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.
  - Picked up equipment and supplies for Veteran's 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.
  - 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.
  - Renovations on the outside handball and basketball courts will continue until January 2013.
  - Elections were held in the gymnasium on Tuesday, November 6, 2012
  - The Activity room was rented for a birthday party on Saturday, November 3, 2012.
  - "Learn the Basics of Basketball" began November 5, 2012 and will continue to meet Mondays and Wednesdays from 4pm to 5pm until December 19, 2012.
- The Casements
  - Classes met this week included Pilates, Yoga, and a Reflections course.

- Tours continued from 10am to 4pm Monday through Friday and Saturday from 10am to 11:30am.
- A wedding ceremony with 350 guests took place in Rockefeller Gardens on Saturday followed by a reception with 150 guests.
- A wedding ceremony was held in Ormond Memorial Gardens on Saturday afternoon.
- The Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.
- A wedding ceremony and reception was held at The Casements on Sunday afternoon.
- The Guild held a gala meeting in Room 203 on Monday.
- The Ormond Beach Garden Club met in the gallery on Wednesday morning.
- The Guild's Centennial Committee met with the Coordinator in the Preservation Room on Wednesday morning.
- The Farmer's Market was held in Rockefeller Gardens from 8am to 1pm.
- Staff set up Room 205 for the Guild members to work on their gift bag assembly.
- The Guild Crafters met in the art room Thursday afternoon.
- Project Romp held their "Meet the Artist" fundraiser at The Casements on Thursday evening.
- The Casements Camera Club met at Bailey Riverbridge on Thursday evening.
- On Friday staff transported items to the Ormond Memorial Art Museum for use during the Veteran's Day Memorial Remembrance.
- On Friday staff set up for a memorial service to be held at The Casements on Saturday afternoon.
- Staff is also making preparations for the many holiday events which will take place at The Casements during the month of December.
  
- Parks Maintenance
  - Removed umbrellas at South Ormond Neighborhood Center splash pad due to high winds
  - Relocated the matting at the Gymnastics Center.
  - Installed three new benches at Rockefeller Gardens.
  - Moved approximately 65 boxes of files to Fleet Maintenance for shredding.
  - Assisted with Calvary Cares semiannual park clean up at Central Park IV.
  - Replaced three sections of damaged picket fencing at the Magic Forest playground due to the storm.
  - Took damaged American Flags to the American Legion for proper disposal.
  - Removed graffiti from a picnic table at Central Park II.
  - Trimmed low hanging limbs at Central Park II.
  - Filled in the low areas at Rockefeller Gardens with top soil.
  - 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.
  - Consolidated all HVAC-R supplies in Building Maintenance into one area of concentration.
  - Started citywide safety inspection of controlled access gates.
  - Began preliminary R&R work for Fire Station # 94 A/C system change-out.
  - Replaced window unit in Centrifuge Building at the Water Plant.
  - Repaired toilet and sink faucet at the Standish Drive Water Station.
  - Met with Florida Pest at Fire Station # 93 for termite inspection.
  - Replaced flapper in women's restroom at the Performing Arts Center.
  - Replaced auto fill for the toilet in the ladies room at The Casements.
  - Took photos of the splash pad plumbing at Andy Romano Beachfront Park.

- Hung flat screen TV in the activity room at the Nova Community Center.
- Hung pictures and bulletin boards in the lobby at the Nova Community Center.
- Installed a new shelf for a DVD player at the Nova Community Center.
- Removed a shelf in the game room at the Nova Community Center.
- Mounted door in the coordinator's office at the Performing Arts Center.
- Adjusted the door closure on the back stage door at the Performing Arts Center.
- Unloaded clay roof tiles at Public Works.
- Unloaded electric supplies at Public Works.
- Located electric for the contractor at the Airport.
- Repaired 3 runway lights at the Airport.
- Installed security camera at Fire Station #92
- Repaired the solar light on the Hidden Hill sign
- Completed fire inspections at City Hall, South Ormond Neighborhood Center and the Police Department
- Completed repairs on walk thru gate at the control tower.

### **Police Department**

#### Administrative Services

- Attended FDLE Criminal Justice Information Systems training class in Leesburg, FL.
- Attended Police Athletic League golf tournament.
- Attended FBI National Academy Alumni Association quarterly meeting.
- Attended Citizen Police Academy graduation.
- Attended Citizen Volunteer presentation of Unity Tour donation to Officer Feder.
- Attended weekly Police Department and City Manager staff meetings.

#### Community Outreach

- The Annual PAL Golfing for Youth Tournament was held November 3, 2012, at Pelican Bay Country Club. Fifty six players enjoyed a wonderful day. Over \$7,000 was raised to support youth program for PAL.
- Science on Patrol at Ormond Beach Elementary continued. This week youths are completing a DNA lab. Currently 10 youths are enrolled.
- Tutors R Us continued for youths 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>.

#### Criminal Investigations

- Cases Assigned: 16
- Cases Cleared by Arrest/Complaint Affidavit: 4
- Cases Exceptionally Cleared: 4
- Inactive: 10
- Fraud: 2
- Burglary Residential: 7
- Larceny Car break: 1
- Grand Theft: 1
- Offense Against Family/Department of Children & Family Reports: 3
- Robbery: 2

#### Comments:

- Sex Offense Case on Louis Morales (self proclaimed evangelist) resolved. Subject was found guilty and is facing 65 years to life in prison.
- Report of a flasher at the Sunshine car wash. Investigators believe they have a lead on a subject out of Palm Coast. Investigation continues.

Community Service/Animal Service

- Animal calls: 45
- Animal Bites: 2
- Animal reports: 8
- Animals to Halifax Humane Society: 5
  - Dogs 2
  - Cats 3
- Animal Licenses:7
- Trap Neuter & Return: 1
- Notice of Violation: 1
- Animal Citations: 1
- Alarm Citations: 1
- LCSO Owen & CSO Champion assisted Daytona Beach Police with traffic control for Mrs. Obama's arrival.

Records

- |                          |     |
|--------------------------|-----|
| • Walk - Ins / Window    | 132 |
| • Phone Calls            | 154 |
| • Arrest / NTA'S         | 54  |
| • Citations Issued       | 120 |
| • Citations Entered      | 195 |
| • Reports Generated      | 125 |
| • Reports Entered        | 139 |
| • Mail / Faxes / Request | 62  |

Patrol

- |                       |       |
|-----------------------|-------|
| • Total Calls         | 1,560 |
| • Total Traffic Stops | 182   |

Operations

Crime Opportunity Reporting Forms issued: 121

- 11-1-12 Burglary at 82 Riverbeach Dr. The suspect is known, investigation ongoing.  
11-1-12 Theft of a bicycle at 170 N. Nova Rd.  
11-2-12 Burglary at 35 Oakbrook Dr. A bicycle was stolen from an open garage.  
11-2-12 Shoplifting at Walmart, an adult female was charged with retail theft.  
11-2-12 Disturbance at 197 Wilmette Ave. A male was arrested for battery.  
11-3-12 Theft at 342 McIntosh St., lawn tools stolen from the residence.  
11-3-12 Disturbance at 17 Byron Ellinor Dr. Affidavit filed for battery.  
11-4-12 Burglary at 17 Cypress Cir., television stolen after forced entry.  
11-4-12 Disturbance at 1567 N. US1, husband arrested for domestic violence.  
11-4-12 Shoplifting from CVS at 250 E. Granada. Two suspects stole a computer tablet, fled the store, and have not been found.  
11-5-12 Robbery at Walmart. A shoplifting suspect threatened the store loss prevention employee with a small knife before fleeing the area. He was not found.  
11-6-12 Drunkenness at SR-40 and Kingsbridge Crossing, an intoxicated transient was taken into custody and transported to the branch jail.  
11-7-12 Car Burglary at 300 Parque Dr., tools were stolen from a truck bed.

Traffic Unit:

- 12-11-00027, car westbound on Live Oak pulled out in front of a southbound car on Washington St. The impact caused the southbound car to strike a power pole and knock out power to several homes. One person transported to hospital with minor injury.

- Thursday 3 motors went to Daytona to assist with the escort for Michelle Obama.
- Traffic Citations 72
- Crash - No Inj. 12
- Crash - Injury 3
- Warnings 19
- 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: 4 Cases initiated
- Zone 3: 0 Cases initiated
- Zone 4: 5 Case initiated
- 49 signs have either been removed or sign cases created.
- 14 tree removal permit requests.
- Administrative staff assisted with three walk-in and thirty-eight (38) 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. Repair of the windows has begun but not completed within the timeline agreed upon. A citation has been issued and this case will be presented to the special magistrate hearing dated January 28, 2013.

- 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. The front yard has been mowed. Case closed.
- 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. This case would have been scheduled for a failure to comply in December. However, it will not be presented to the special magistrate until January 28, 2013, due to the Christmas holidays.

#### 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. The property has been cleaned.

#### **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 - The new forcemain is completed and ready to be placed into service. Work continues on the reclaimed watermain and is 80% complete. Staff met with contractor and consultant to discuss phasing of the sanitary sewer service connection change-over to the new forcemain and the conversion of the old forcemain to the reclaimed watermain. Staff met with consultant and SCADA system controls contractor to discuss new booster pump controls and radio systems.
- North Halifax Dr. Improvements – Held the preconstruction meeting. Project duration is approximately 4 months; the Notice to Proceed will be November 26<sup>th</sup>. Project consists of milling and resurfacing, road reconstruction, storm drain pipe lining, reclaimed watermain extension and watermain stub outs for future replacement of 2-inch watermains on side roads.
- Central Park Paving – At the Fleming Avenue Park parking lot site, retention ponds have been excavated and graded, and concrete flumes and storm drain constructed, Parking areas and roadway sub-grade are being prepared. Work will begin on Hammock Lane site later in the week.
- 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 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. This phase is scheduled to be complete in December. 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/post anoxic treatment trains, effluent pumps, and administration building. The majority of the new stormwater piping has been installed. The contractor has indicated their intent to keep two crews working throughout the project which will accelerate the project's completion by 72 days. Operator training on completed components is on-going.
- Nova Community Park Basketball and Racquetball Courts – Contractor is excavating trenches for form boards to install concrete spread footers on racquetball court walls.
- Fire Station 91 Playground Renovation – Work is scheduled to start on November 12.
- Nova Street Light Painting – Public notifications were issued with a construction start date of November 5th.
- FDOT Roadway Resurfacing- SR40 from Washington to bridge – A preconstruction meeting has been schedule by FDOT for November 20<sup>th</sup>.

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 – Volusia County Health Department permit applications were prepared for various streets on the mainland of the City receiving watermain upgrades.
- FDOT Roadway Resurfacing- US1 - 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 – Plans are complete and scheduled for disposition item for December 4<sup>th</sup> for approval to bid.
- South Peninsula 2-inch Water Main Replacement - Plans are complete and project is scheduled for disposition item for December 4<sup>th</sup> for approval to bid.
- Granada Underground Utilities – City Commission approved the binding cost agreement with FPL, AT&T, Level 3, Brighthouse, and Sunesys. Engineer is proceeding to prepare required bid documents for the undergrounding work.
- Audible Pedestrian Signals - Consultant has submitted 90% 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 – Work is underway, painting will be done at night from 5:00 pm to 6:00 am due to strong daytime winds and traffic.
- 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 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 executed and returned.
- 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. 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.
- 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. Grant agreement was received and is scheduled for City Commission approval on December 4<sup>th</sup>. Staff is negotiating a scope of work for the project with one of its Continuing contract consultants.
- 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 has informed us they will be sending an agreement modification to authorize the construction phase of the work.
- 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.
- FDOT Bridge Inspection Program – Attended workshop updates. Inspections are conducted annually by consultants contracted through FDOT on all municipal and state maintained bridges.
- 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.
  - Residential SWMP Permits review and filing (on-going)
  - Magnolia wall measurement (on-going)
  - Provided Taxiway A plans set per consultant request.
  - Researched and created a sketch and legal description of 304 N Tymber Creek Road per Planning Department request.
  - Researched and staked out property corner locations at 66 Banyan Drive per Streets Division request.
  - Researched plat and staked out property corners at 42-44 Lake Walden Circle per N.I.D. request.
  - Updated and created work in right-of-way permit along Thompson Creek for fiber conduit run to Orchard Business Park.
  - Created work in right-of-way permit for new FPL power pole at Jimmy Johns site.
  - Tree located at 264 Division Avenue and 421 South Halifax Drive per N.I.D. request.
- Environment Management
    - Street Maintenance
      - Asphalt / Concrete
        - Poured a concrete sidewalk on Hidden Hills Drive
        - Put down sod in the radius at John Anderson Drive & Royal Palm
        - Pulled forms, backfilled and stress cut on Hidden Hills Drive
        - Concrete repairs for the Water Department at 210 Royal Dunes Boulevard and 921 Northbrook Drive
        - Pulled forms, backfilled and stress cut on Northbrook Drive
        - Repaired a basin with asphalt at Fairway & Country Club
        - Constructed (12) barricades at the Public Works Yard
        - Removed a sidewalk at Ormond Lakes
    - 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
      - Removed dead trees at 421 S. Halifax Drive, at Buena Vista & Alcazar, at The Casements
      - Trimmed trees on Banyan Drive, Division Avenue and Canterbury Woods
      - Put up American flags on the Granada Bridge for Veterans Day
      - Cleared out the bike path on N. Center Street
      - Removed stumps at 98 Melrose Avenue

#### Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads at all City parks, Airport Sports Complex, and Old Tomoka Rd.
- Graded boat ramps at Fortunato Park, Central Parks II, III & IV and Division Avenue
- Daily maintenance of various vehicles in Public Works Yard
- Printed daily work orders and distributed for job assignments
- Helped put up American flags on the Granada Bridge
- DOT weed control on US1 & Granada Boulevard
- Changed out banners to Birthplace of Speed on Granada Boulevard

#### Sign Shop

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

- Wilmette Ave. & McIntosh Rd., east side, straightened a stop sign post
- Holly Cir. & Ann Rustin Dr., fabricated & installed HIP (High Intensity Prismatic) street names
- Country Club Dr. & Fairview Ave., removed delineator from storm drain
- Fleming Ave. & S. Center St., east side, replaced a stop sign & straightened a post
- Ormond Shores Dr. & Wild Olive Ave., replace a stop sign & straightened post
- Pine Valley Cir. & N. St. Andrews Dr., straightened a stop sign & replaced a speed limit sign
- Wye Dr & Bosarvey Dr., straightened a 25 MPH sign post
- Seminole Ave., straightened a post on a school pedestrian crossing sign
- 150 Bosarvey Dr., straightened a pedestrian crossing sign post
- Ann Rustin Dr & Marie Cir., replaced a stop sign post
- SW corner Live Oak St. & Washington St., replaced a stop sign & post
- S. Center St. & Oak Trail, straightened a stop sign post
- Areca Ln. & Buena Vista Ave., replaced a stop sign & straightened a post
- Areca Ln. & Buena Vista Ave., replaced the "Entering Ormond Beach" sign
- Johnson St. & Santa Ana Ave., straightened a stop sign post
- 410 S. Center St., straightened a 25 mph sign post

#### Stormwater Maintenance

##### Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Basin Cleaning – various locations and hot spots
- Basin Repair – Country Club & Fairview
- Sprayed – Nova Recreation pond and Lakebridge pond
- FDOT pond inspections – on SR40 (6 ponds)

##### Vactor

- Cleaned & cleared outfall at Fortunato Park
- System Inspection – on Royal Palm, at 30 Standish Ave., at Lakebluff and Minnow, on Quail Hollow, on Forest Hills and the ballfield pond
- System Cleaning – on Fox Hollow (4 lines, 4 basins & 2 outfalls)
- Outfall Inspections – (10) along N. Beach St.
- Cleaned (6) basins on Ormond Shores Dr.
- Cleaned (3) lines, (3) basins and excavated a buried manhole on Lakebluff Dr. in Ormond Lakes
- Cleaned (2) basins, and (1) line on Vanderbilt Dr. in Forest Hills

Street Sweeping/Streetsweeper

- 50.5 miles of road cleaned (This was for 2 days)
- 12.0 cubic yards of debris removed

• Fleet

Mileage Traveled by all City Departments for the week  
26,094

PM Services completed for the week:

Emergency—Vehicles and Equipment  
8

Non-Emergency Vehicles and Equipment  
17

Road Calls for the week:

1

Quick Fleet Facts:

- Fleet has 14,876 gallons of unleaded and 7,103 gallons of diesel fuel on hand.
- Fuel Used in one week: 1,977 gallons of unleaded and 779 gallons of diesel.
- Fleet completed 44 work orders this week.

• Utilities

- Concentrate Monitoring and Disinfection Upgrades – Staff received a response from Florida Dept. of Health regarding the number of backflow preventers required on the proposed concentrate disposal connection. Staff requested the required two devices be reduced to one based upon other redundant operating conditions and system configuration safeguards. The department will allow a single reduced pressure zone backflow prevention device to be used if monthly testing is performed. 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 – Proposal for design services from the consultant is pending.
- WWTP Dewatering Station Bypass Project – Piping is installed and being pressure tested.
- 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 – Permitting for wetlands utilization is underway for the jack and bore crossing at US1 and Nova Road. Connections to the new force main are underway.
- 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. 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 was received. An installation date for the pump is being finalized.
- Ormond Beach Wastewater Treatment Plant Expansion – Training for the carousel aerators was conducted and carousel #1 was placed into service. Carousel #2 was drained and leakage at the reaeration tank is being addressed. The covers for the screw

- pumps are being fabricated on site. A load test was performed on the new generator. Work is progressing in the operations building. 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 – A preconstruction meeting was held this week.
  - 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 – Prepared red, green and brown mark ups.
  - 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 – A preconstruction meeting is scheduled this week.
  - Water Plant Aerator Rehabilitation – A continuing Construction Management firm will be contacted for discussing performance of the recommended rehabilitation.
  - SPRC: Met with the owner to discuss the proposed storage facility at 401 Lincoln Avenue. Met with owner's representative to discuss deck improvements at the Oceans East Time Share Resort.
  - Transfer Station Lift Station Upgrades – Pumps were received and construction has begun.
  - Continuing collaboration with consultant and Finance staff to discuss summary of recent small meter testing activity and meter replacement options for future consideration.
  - Prepared agenda items and attend Public Works Advisory Board Meeting.
  - Interviewed select candidates for three (3) Maintenance Worker II positions in the Water Distribution and Wastewater Collection Crews.
- Water Distribution
    - Exchanged 16 residential water meters
    - Responded to and/or repaired 7 water service leaks
    - Replaced 1 water services due to aged piping, installed a ¾" to 1" water service upgrade on Windward Cr.
    - Repaired/replaced 7 meter boxes
    - Responded to 6 low pressure complaints
    - Tested 4 and repaired 1 city owned backflow preventers, all closed tight and were protecting the water system. Initiated installation of freeze protection on all vulnerable city owned backflow preventers
    - Assisted 4 customers with misc. water issues (i.e. stiff valves, leaks in house, etc.)
    - Meter Testing: tested two ¾" residential water meters due to usage discrepancies, both tested accurate.
    - Continued city owned fire hydrant maintenance program: 6 hydrants have been checked for operation and any maintenance needs have been completed.
    - Performed valve maintenance on 13 valves on the beachside
    - Repaired the flushing device on Riverside Dr
    - Repaired two 2" water mains on Royal Dunes Blvd, a 2" on Ocean Shore Dr, and an 8" on Ocean Shore Blvd

- Rescind the boil water for Ocean Shore Blvd
- Backfill and sod Royal Dunes Blvd, W Granada, Ocean Shore Blvd, Ocean Shore Dr.
- Utility locate service for Water/wastewater/reuse: 80 regular and 5 emergency utility locates have been completed
  
- Water Treatment
  - Delivered to the City 36.840 million gallons for the week ending Nov. 4, 2012 (5.263 MGD)
  - Backwashed 10 filters for a total of 393,000 gallons backwash water.
  - Produced and hauled 67.5 wet tons of dewatered sludge.
  - Operated north & south plant generators for routine PM.
  - Sampled, cleared and rescinded one Precautionary Boil Water notices
  
- Wastewater Collection – Reuse
  - Crews responded to three trouble calls Breakaway/Hunter's Ridge PEP System service area and six in town.
  - Televised and cleaned three sewer laterals.
  - Ten inch force main on Ocean Shore Blvd. pressure @ 12 psi 10/23/12.
  - Rehabbed PEP tank at 33 Forest View Way.
  - 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 sixteen inch force main on Airport Rd. Completed this week includes Breakaway Trails, Forest Quest and Ormond Green.
  - Checked force main pressure at 1800 US1- 7 psi.
  
- Wastewater Treatment
  - Domestic and Industrial Wastewater flow was 26.08 Million Gallons.
  - Produced 17.53 Million Gallons of Reuse.
  - Produced 8.55 Million Gallons of Surface Water Discharge.
  - Influent flows average for week @ 3.73 MGD, plant designed for 6 MGD
  - Hauled tons of sludge 43.94 (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
  - Reset Breaker - SCADA panel at Granada Booster Station.
  - Reconnected back-up pressure switch to HSP #2 for pressure redundancy control. Original switch disconnected during VFD upgrade.
  - Attended Water Distribution Operator Training course at Daytona water plant, twice weekly.
  - Replaced level transmitter at Standish booster pumping station.
  - Underground feeder line tracing efforts ongoing Wells 33H and 34H, found junction - tested to well 33 - all good. Continue tracing until resolved
  - New control upgrades at Shadow Crossings irrigation system ongoing. Installed new 100 amp panel disconnect to Pump #2. New configuration will reduce energy consumption at site.
  - Reamed the injection port on Claricones.
  - Monitoring storage tanks and wells at all irrigation stations in Hunters Ridge and Breakaway Trails.
  - Performed PM's to Rima, Division, SR 40 and Hudson Well fields.
  - Performed PM's to LPRO and Lime Softening Plant equipment.
  - Performed Booster Station PM's.

- Cleaned shop and offices and put away spare parts.
- Performed Reuse pump station PM's and repairs.

Wastewater Plant – Lift Stations

- Breakaway Trails – repair odor control plumbing, relocated away from control cabinet – reinstall drop chute covers
  - Training – Effluent Transfer Pump Controls & Switches
  - Assist Collections group as needed during force main ties to include Saddlers Run and Ormond Green.
  - New WWTP Component Training – Carousel Aerators
  - Reset Breaker to SCADA panel at GBC liftstation.
  - Replaced battery at BAT liftstation SCADA panel.
  - Responded to Power outages at 4M, 7M and 7M1
  - R.A.S. Room – continued assembly & installation of new priming water manifold.
  - Barscreens weekly wash down of screens and chutes
  - Assisted Contractor with Plant rehab activities.
  - Performed PM's to plant equipment according to MP2 schedule.
  - Liftstation SCADA repairs to 20 stations.
  - Master Liftstations – pump down & wash down wet well – broke up scum layer in wet wells.
  - Cleaned shop and trucks and put away spare parts.
  - Monthly PM's to 19 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
  - Annual PM's to 2 liftstations. (pulled pumps, inspected and changed seal oil)
  - Utilities Division completed 93 work orders as reported in MP2 computerized maintenance management system, of which 71 were PM work requests and 22 were repair work orders.
- Wastewater Collection/ Treatment/ Disposal Regulatory Activities
    - Industrial Pretreatment Program: Staff forwarded News Journal proof of publish record for Florida Department of Environmental Protection (FDEP) prepared legal notice describing period for receipt of comments prior to official department acceptance of recent amendments to the Utility'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 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 is continually trying to minimize unaccounted for water percentage.
- Career Day at Calvary Christian Academy: Staff is preparing to set up a display at CCA for their Career Day to encourage water conservation. The academy requested the City's involvement at the event on November 16<sup>th</sup>.

### **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 attended weekly meeting with City Manager.
- Staff monitored election results at Volusia County Supervisor of Elections Office.
- Staff attended and provided support for the November 7, 2012 City Commission Meeting.
- Staff attended and provided support for the November 8, 2012 Public Works Advisory Board.
- Agenda packet preparation and creation for the November 13, 2012 Environmental Learning Center and Doggy Dining City Commission Workshop.
- Agenda packet preparation and creation for the November 15, 2012, Neighborhood Improvement Advisory Board.
- Agenda packet preparation and creation for the November 16, 2012, General Employees Pension Board Special Meeting.
- Agenda packet preparation and creation for the November 20, 2012 City Commission Organization Meeting.

### **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 reformatted contact list to mirror website to also include email and physical address
- 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.