

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: November 16, 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 meeting with City Attorney, City Clerk, HR Director
- Bi-weekly meeting with Police Chief, IT Manager, Fire Chief
- Met with Risk Manager and Accounting Technician on City's United Way campaign
- Met with Risk Manager on Mayor's Challenge media relations
- Weekly staff meeting with directors
- Met with Assistant City Manager, Economic Development Director and Airport Manager on airport appraisals
- Budget discussion with Finance Director

Spoke to, attended and/or met with:

- Mayor's Fitness Challenge Walk
- Participated in Cub Scout tour of City Hall
- Met with Assistant City Manager, City Attorney, City Engineer, Paul Duncan, and attorneys John Upchurch and Steve Garthe on Central Park water property rights
- Met with Deb Wind, The Callan Group, regarding e-newsletters
- City Commission workshop on Environmental Learning Center and Dog Dining
- City's health fair
- Held Walking with the Manager at FL Hospital Memorial Medical Center
- Weekly conference call with FCCMA staff
- Met with Tim Sylvia and Ray Salazar of United Way on allocations funding
- NIAB meeting
- FLC Legislative Committee Meeting in Orlando
- Participated in monthly FCCMA Executive Committee conference call
- Claims Committee meeting

### **Community Development**

- Planning Services
  - The Brownfield Advisory Board held a public hearing on the expansion of the Granada Economic Opportunity Zone to beachside. In the absence of no adverse comments from the public, they recommended approval of the expansion.
  - Staff intends to begin annexing the Williamson enclave in January 2013 with the annexation of the Chelsea Place enclave occurring after the voluntary annexation of the 15 acre enclave adjacent to and east of Lowes.
  - The Planning Director met with FDOT's consultant at the Volusia TPO to discuss the portion of the US1 corridor study that is in Ormond Beach.
  - The mobility fee and doggie dinning land development amendments will be placed on the Planning Board agenda for December 13<sup>th</sup> with the first reading of both ordinances before the CC scheduled for January 15, 2013.

- The Planning Director along with other members of the Enterprise Resource System RFP committee met to view a WebEx presentation on the Citizen Services portal as part of the Tyler/Munis system.
- A number of submittals (FP&L easements, land use plan amendments) were prepared and processed on the MinuteTraq system.
- Building Services
  - 66 permits issued with a valuation of \$942,843.00
  - 169 inspections performed
  - 9 business tax receipts issued
- Development Services:
  - No new SPRC activity to report 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 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 with 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. Crews completed work on clearing airport areas needed for construction of the Taxiway Alpha phase of the project. Clearing work for the Taxiway Echo phase continued, along with fill and grading work for the west end of Taxiway Alpha. Silt fence has been installed at all of the project locations on the airport.
- Staff enrolled in the U.S. DOT Office Online Reporting System (DOORS) for annual reporting of FAA grant information.
- Crews from the Streets Division worked to clear overgrowth on the airport that obscured visibility of the final approach to Runway 17 from the hold-short line on Taxiway Echo.
- Staff worked with the firm of Slack, Johnston & Magenheimer, Inc. to finalize an appraisal and initial valuation of certain airport parcels.
- Staff worked with the GIS department 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 44 Journal Entry Batches (# 5381 – 5384 and # 451 - 558).
  - Approved 35 Purchase Requisitions totaling \$593,708.83.
  - Issued 24 Purchase Orders totaling \$404,675.37.
  - Advertised RFP No. 2013-03, Andy Romano Beachfront Park Concession, in the News Journal and posted to DemandStar on 11/11/2012.
  - Prepared 171 Accounts Payable checks totaling \$497,145.90 and 38 Accounts Payable EFT payments totaling \$513,414.79.
  - Prepared 38 Payroll checks totaling \$35,479.29 and 325 Direct Deposits totaling \$432,717.41.
  - Transferred IRS 941 payment of \$158,929.96.
  - Processed 3,706 cash receipts totaling \$813,775.99.
  - Processed 956 utility bill payments through ACH totaling \$70,630.50.
  - Processed and issued 6,195 utility bills with billed consumption of water of 40,038k.
  - Issued 966 past due notices on utility accounts.

#### Grants/PIO

- Public Information
  - Press Releases
    - Street Light Painting (Updated)
    - Thanksgiving Trash Pickup
    - Nova Community Center Closure
    - South Ormond Neighborhood Closure
    - Splash Pad Closure
  - Other
    - Citizen Contacts
    - Media Contacts
    - Added to and updated items in News & Announcements and other pages on the City's website.

- Boy Scout Tour of City Hall
- City Santa Pulled Pork Luncheon Fundraiser
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - Attended City Commission Workshop relative to the Environmental Learning Center ECHO grant application.
  - Attended consultant meeting relative to the Environmental Learning Center ECHO grant application
  - Attended Employee Health Fair
  - Staff meeting to discuss ECHO Technical Review comments in preparation of final submittal in December
  - Attended Neighborhood Improvement Advisory Board (NIAB) regular meeting

### **Fire Department**

#### **Weekly Statistics**

- Fires: 2
- Fire Alarms: 4
- Hazardous: 0
- EMS: 79
- Motor Vehicle Accidents: 9
- Public Assists: 30

#### **TOTAL CALLS: 124**

- Aid provided to other agencies: 8 calls – Volusia County (4), Daytona Beach (3), Holly Hill (1)
- Total staff hours provided to other agencies: 9
- # of overlapping calls: 34
- # of personnel sent with EVAC to assist with patient care during hospital transport: 0
- Total EMS patients treated: 60

#### **Training Hours**

- Driving: 8
- EMT Refresher: 20
- Hazardous Materials: 12
- Hose & Equipment: 3
- Paramedic: 12
- Tactics: 5

#### **TOTAL TRAINING HOURS: 60**

#### **Station Activities**

- Updated 16 pre-fire plans
- Conducted 2 fire inspections
- Inspected 255 fire hydrants
- Conducted tour of station 94 for group of cub scouts.
- Instructed CPR training to Leisure Services employees.

#### **Operations**

- Attended inter-local agreement discussions meeting.
- Attended Volusia County Emergency Management's annual training, planning and exercise coordination meeting.
- Attended Volusia County dispatch users' group monthly meeting.
- Assisted with collecting donations for Food Brings Hope event.

### **Human Resources**

- Job Requisitions
  - Leisure Services/Administration – Part Time Office Assistant I
  
- 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. Nineteen (19) applicants were sent the questionnaire and invited to interviews to be held on December 11 & 12, 2012.
  - Leisure Services/Recreation (Sports) - Part Time Recreation Leader. Part Time Recreation Leader has been re-advertised on the City web site and was closed on 11-14-12. Eight (8) applications were received, entered on applicant tracking sheet with qualification, copied and forwarded to the department for review.
  
- Screening/Interviews Scheduled
  - 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. Interviews are in progress.
  
- Background/Reference Checks
  - 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 completed and a conditional offer of employment was made to a candidate. Pre-employment screenings were started on 11-14-12.
  - Public Works Department/Water Distribution - 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-nine (29) applications were received, entered on applicant tracking sheet with qualifications, copied and forwarded to the department for review. Interviews have been completed and conditional offers of employment were made to two candidates. Pre-employment screenings were started on 11-14-12.
  
- Job Offers
  - Planning – Part Time Civil Engineer. An applicant has been selected and began employment on 11-14-12.
  - Leisure Services/Administration – The Office Assistant III position was advertised on the City web site and in-house on 10-03-12 with a closing date of 10-10-12. A total of sixty-four (64) applications were received, entered on the applicant tracking sheet with qualifications. Applications were forwarded to department for review. Interviews have been scheduled and an in-house applicant was selected and began full time employment on 11-12-12.

- Demotions
  - Police Department – Voluntary demotion of Police Corporal to Police Officer effective 01-12-13.
- Terminations/Resignations/Retirements
  - FY Attrition – M/E 10-30-12: 3.68% (excluding retirements).

#### Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program October, 2012 monthly report reflects savings of \$82,545.48 for City residents in the twenty-eight months that the program has been in effect in Ormond Beach. Over 1,958 residents have utilized the program during that time.
- The Nationwide 457 Deferred compensation plan representative has been scheduled for 12-10-12 at the Public Works Department Training Room to assist interested employees with their retirement planning.
- The ICMA 457 Deferred compensation plan representative has been scheduled for 12-14-12 in the Human Resources Training Room to assist interested employees with their retirement planning.

#### City Events/Employee Relations Update.

- **Wellness COVE – Health Risk Assessment:** 158 employees completed their Health Risk Assessments. The Wellness Team from FHCP conducted screenings to measure glucose, cholesterol, triglycerides, blood pressure, nicotine usage, body mass index and body fat percentages. And more than 200 employees attended the Health Fair at the Nova Community Center on Wednesday. Employees received additional wellness screenings, flu shots, glaucoma checks, foot analysis, and information on spine health, stress management and stopping snoring. Lunch was provided by Florida Health Care Plans.

#### Training & Development Opportunities

- Staff is working on the development of Leadership for Supervisors training module.

#### Risk Management Projects

- Attend Mayor's Health & Fitness Challenge planning meetings.
- Attend Leadership planning meeting.
- Attend 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. Vendor hosted web demo to show specifics of certain features.
  - iSeries system (HTE Sungard Naviline) - 1 Hr downtime related to the Naviline server
    - Windows Servers: - None.
    - Networking System: - None.
    - Work Orders: - 36 New work - 64 completed - 37 in progress
    - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	23,624	Inbound E-Mails Blocked	12,614
Delivered Inbound E-Mails	10,892	Quarantined Messages	118

Percentage Good Email 46.1% Virus E-Mails Blocked 1,581

- Notable Events:
  - Attended FCCMA Symposium – The Challenge of Providing Services for the Next Five Years – FLGISA IT Directors from Longboat Key and Altamonte Springs presented.
  - Started migration of the main fileserver for user and department files to the virtual servers
- Geographical Information Systems (GIS)
  - Addressing Additions: 1 Changes: 0 Corrections: 0
  - Map/Information Requests: 12
  - Information Requests from External Organizations: 1
  - CIP Related Projects (pavement management, project tracking map): 0
  - Meter GPS locate and ID: 22,502 total, completed 3,685 (16.4%) potable 3,428, Irrigation 257
  - Notable Events: None.

### Leisure Services

- Administration

Meetings attended/hosted:

  - ECHO Presentation meeting
  - Veterans' Day Celebration
  - Met with new OB Soccer Board president
  - Public Works staff meeting
  - City Manager staff meeting
  - City Commission Workshop
  - ECHO follow up meeting
  - Park/Construction visits
  - Parade – City services meeting
  - Weekly meeting with Austin Outdoors to discuss landscaping contract
  - Interviews for Athletic Fields Maintenance Worker II
  - Met with janitorial contractor
  - Reviewed request for quotes for softball quad dugout renovations
  - Met with painting contractor to discuss progress of projects
  - Walk thru of former planning department with Assistant City Manager
  - Met with contractor that is painting the street lights on Nova Road.
  - Weekly staff meeting with Building Maintenance, Park Maintenance, and Athletic Fields Foreman
  - Andy Romano Beachfront Park progress meeting
- 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.
  - The City Youth Flag Football program finished up their season.

- The City Adult Coed Softball League finished their post-season games this week Monday through Thursday at 6:20pm, 7:30pm, and 8:40pm at the Sports Complex, Field #7.
- River Bend Academy played host to one soccer game at the Sports Complex, Soccer Field #8, on Monday 6pm.
- Seabreeze High School played 2 home soccer games at the Sports Complex, Championship Field #7 as well as Soccer Field #4, Monday and Wednesday 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 Thursday night from 6pm to 9pm at the Nova Community Center.
  
- 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.
  - 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.
  - Cleaned all sports parks of debris/trash from the events over the weekend.
  - Seabreeze High School and Riverbend Academy continued playing soccer games.
  - Laid out a full size soccer field on the Championship Field for Seabreeze High School boys' and girls' soccer teams.
  - Sprayed baseball fields 1-4 for preparation of rye grass over seeding.
  
- Senior Center
  - October classes and programming coordinated through the Council on Aging were held Monday through Friday.
  - Veterans Day Dinner was held on Monday from 6pm to 9pm.
  - Granada Squares Dance was held on Tuesday from 7pm to 9:30pm.
  - Living Word Family Church was held on Wednesday from 6:30pm to 8:30pm.
  - 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: Show Club and CMT held regular classes.
    - Tuesday: Show Club, Theatre Workshop, and CMT held regular classes.
    - Wednesday: Show Club and CMT held regular classes.
    - Thursday: 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:  
Beatles Review, Beatles Tribute, Friday, November 16<sup>th</sup>, 7:30pm to 9:30pm
- South Ormond Neighborhood Center
  - Youth basketball tryouts were held Saturday from 9am to 3pm.
  - Activity room rental on Saturday 1pm-5pm.
  - 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.
  - Youth Basketball held make-up tryouts Monday at 5:30pm.
- Community Events
  - For the 2012 Parade, continued tracking applications and assistance to potential participants, and began process of potential sponsorships.
  - Conducted weekly administrative tasks, office work, meetings and activities.
  - Training and orientation with the new Community Events Technician.
  - Senior Games – Make Up Games: Track and Field, Punt, Pass and Kick, Soccer, Kick and Softball Throw.
  - Facilitated Parade City Services Meeting on Friday, November 16<sup>th</sup>.
  - Assisted with setup, work and strike of Employee Health Fair.
  - Hosted Veterans' Day Dinner at the Senior Center, Monday, November 12<sup>th</sup>.
  - Assisted with City Commission workshop on Tuesday, November 13<sup>th</sup>.
  - Assisted with Walking with the Manager, Thursday, November 15<sup>th</sup> at Florida Memorial hospital at 8am.
- 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 Miss Debby's Dance classes.
  - 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.
  - Challenger Basketball program continues to meet on Monday from 5pm to 6pm.
  - The Employee Health Fair, including health assessments, was held on Wednesday, November 14 from 9:30am to 12pm.

- Girls Basketball Training League meets Monday and Thursday from 6pm to 9:30pm.
- Renovations on the outside handball and basketball courts will continue until January 2013.
- "Learn the Basics of Basketball" will continue to meet Mondays and Wednesdays from 4pm to 5pm until December 19, 2012.
- The Casements
  - Classes met this week including Pilates and Yoga
  - Tours continued from 10am to 3:30pm Monday through Friday and Saturday from 10am to 11:30am.
  - The Ormond Beach Herb Society held their annual Fall Plant Sale at Bailey Riverbridge Gardens on Saturday morning.
  - The ROTC from Mainland High School came to The Casements on Saturday to assist with the outside hanging of the holiday greens.
  - A memorial service was held on Saturday afternoon at The Casements.
  - The Ormond Beach Baptist Church met at Bailey Riverbridge Gardens on Sunday morning.
  - On Monday, staff began setup in Room 203 for the Christmas Gala.
  - The Guild held a general board meeting in the Gallery on Wednesday morning.
  - A group of ten people from the Center for the Visually Impaired toured The Casements on Thursday morning.
  - The Farmers' Market was held in Rockefeller Gardens from 8am to 1pm.
  - A wedding rehearsal was held at Ormond Memorial Gardens on Thursday afternoon.
  - The Guild Crafters met in the art room Thursday afternoon.
  - The Casements Camera Club met at Bailey Riverbridge on Thursday evening.
  - An NIAB meeting was held in the Gallery on Thursday evening.
  - On Friday Ormond MainStreet began set up in Rockefeller Gardens for their Riverfest to be held Saturday and Sunday.
  - Staff is continuing to make preparations for the many holiday events which will take place at The Casements during the month of December.
- Parks Maintenance
  - Replaced missing pickets on the fence at the magic forest playground.
  - Replaced missing letters on the entrance column at Riviera Park.
  - Relocated a picnic table at the Nova Community Center to the magic forest playground.
  - Reinstalled umbrellas at the splash pad.
  - Assisted with Christmas decoration preparations.
  - Transported surplus items from Nova Community Center to Fleet Maintenance for auction.
  - Repaired a trash receptacle at the magic forest playground.
  - Removed graffiti from the men's restroom at Cassen Park.
  - Removed damaged volleyball standard from the beach for repair.
  - Cleaned up palm fronds blown down during storm from Riviera 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.
  - Installed a window unit in Centrifuge Building at the Water Treatment Plant.
  - Serviced the air compressor for the A/C system at City Hall.
  - Oversaw installation of A/C systems at Fire Station #94.
  - Straightened and organized the Building Maintenance Shop.

- Assisted with installation of a garbage disposal at The Casements.
- Started Christmas Decoration Events.
- Completed repairs for the walk through gate at Airport Tower.
- Installed a road base around lights at Runway 26 per DOT.
- Rewired receptacles in the Commission Chambers for iPad chargers.
- Replaced flag light at South Ormond Neighborhood Center.
- Replaced lights on Waste Water sign with LED lights.
- Repaired walkway lights at Bailey Riverbridge Gardens.
- Assisted with Halifax Paving for Taxiway A relocation.
- Repaired the men's restroom toilet at the Ormond Memorial Art Museum.
- Met with Orkin Pest Control for a quote for Fire Station #93.
- Repaired a sink leak at The Casements.
- Repaired the toilet in men's restroom at Fortunato Park.
- Replaced lights in Room 205 and the lobby at The Casements.
- Reset timers citywide.
- Hung urinal screen at the Softball Quads.
- Repaired door in the men's restroom at Softball Quads.
- Replaced irrigation pressure switch at Softball Quads.

### **Police Department**

#### Administrative Services

- Attended the Citizens Law Enforcement Advisory Board Meeting.
- Assisted in evaluating Daytona State College Law Enforcement Leadership Academy student presentations/final exercises.
- Attended weekly Police Department and City Manager staff meetings.
- Bi-weekly meeting with City Manager.

#### Community Outreach

- 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 youth 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 Police Department and PAL staff will attend the annual Margarita Ball as volunteers to help receive gifts from people attending the gala. OBPAL will receive toys for youth attending the annual PAL holiday party to be held December 20 at the SONC.

#### Criminal Investigations

- Cases Assigned: 14
- Cases Cleared by Arrest/Complaint Affidavit: 9
- Cases Exceptionally Cleared: 4
- Inactive: 7
- Fraud: 4
- Burglary Business: 1
- Burglary Residential: 2
- Larceny Car break: 6
- Grand Theft: 1

#### Narcotics:

- One search warrant
- Two buy walks
- Two buy walk attempts

Comments:

- Grand Theft: Stolen lap top computer from the Granada Texaco found for sale on Craig's List. Investigators made arrangements to purchase the computer from the seller and he was arrested at his home on Byron Ellinor Dr. and charged with dealing in stolen property.
- Arrest warrant obtained for a local transient for grand theft and burglary. The subject has been stealing lawn equipment and getting others to pawn the items for him.
- Fingerprint evidence has identified a known burglar for a car break that occurred in zone three. Investigation continues.

Community Service/Animal Service

- Animal Calls : 42
- Animal Reports: 8
- Animal Bites: 1
- Animals to Halifax Humane Society: 3
- Trap, Neuter, Release: 1
- Returned to Owner: 1
- Information flyers concerning bears are being given out to subdivisions.

Records

- Walk - Ins / Window 149
- Phone Calls 196
- Arrest / NTA'S 20
- Citations Issued 146
- Citations Entered 230
- Reports Generated 105
- Reports Entered 133
- Mail / Faxes / Request 82

Patrol

- Total Calls 1,633
- Total Traffic Stops 235

Operations

Crime Opportunity Reporting Forms issued: 161

- 11-8-12 Shoplifting at Walmart, 2 adults were issued notices to appear for retail theft.
- 11-8-12 Burglary at 19 N. Yonge St. A refrigerator was stolen from a residence.
- 11-9-12 Car Burglary at 373A Pine Rd. Two dirt bikes stolen from the bed of a truck.
- 11-9-12 Car Burglary at 200 Highland Ave. Work truck entered and copper wire stolen.
- 11-9-12 Trespassing at Bailey Riverbridge Gardens, a transient was arrested after being previously issued a trespass warning for the park.
- 11-10-12 Disturbance at 82 Division Ave. An adult male was arrested for battery.
- 11-11-12 Battery at 1545 N. US1, a man was arrested for slapping a dancer at Cheater's night club.
- 11-11-12 Disturbance at 189 Ann Rustin Dr. An adult male was arrested for trespassing.
- 11-12-12 Car Burglary at 27 Manderly Ln. Items stolen from an unlocked car.
- 11-12-12 Car Burglary at 757B Flamingo Dr. two suspects were arrested.
- 11-12-12 Shoplifting at Walmart, a suspect stole a pressure washer.
- 11-13-12 Burglary at 1320 Oak Forest Dr. Golf clubs stolen from an open garage.
- 11-13-12 Narcotics at 100 Blk. S. Halifax Dr. Traffic stop resulted in an arrest for possession of marijuana.
- 11-14-12 Car Burglary at 892 Village Dr. A GPS was stolen.
- 11-14-12 Car Burglary at 885 Willow Run. Jewelry was stolen.

Traffic Unit:

- Motor Officers assisted VCSO/FHP with a rollover crash that occurred on SR40 at Breakaway Trails.
  - 12-11-00142, a vehicle was Northbound on Nova Road and attempted to make a left turn into Tomoka Oaks. When the vehicle made the turn it violated a motorcycle's right of way that was Southbound on Nova Road. The motorcyclist suffered a possible broken leg.
- Traffic Citations 60
- Crash - No Inj. 9
- Crash - Injury 2
- Written Warnings: 9
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
  - Self-Initiated Enforcement Locations:
    - 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: 0 Cases Initiated
- Zone 2: 2 Cases initiated
- Zone 3: 0 Cases initiated
- Zone 4: 3 Case initiated
- 133 signs have either been removed or sign cases created.
- 14 tree removal permit requests.
- Administrative staff assisted with forty-eight (48) 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. The boards have been removed and the windows replaced. No further action is required.

- 2) 144 S. Ridgewood Ave. – This is a site maintenance case dealing with outside storage of personal property. The owner has long since been notified and has made some effort to clean the property yet there is still a significant amount of storage remaining. A \$50 citation and notice of hearing has been issued. This case will be presented to the special magistrate on Sept. 24, 2012. The owner attended the hearing. The owner was given 60 days to achieve compliance and to pay the \$50 citation and costs to process the case. Failure to comply will result in a \$25 daily accruing fine. 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.

### **Public Works**

- **Engineering**

- **Construction Projects:**

- **Roadway Resurfacing** – Contractor has substantially completed resurfacing of city streets.
- **Transfer Station Pump Station** - Old system pumps and controls were pulled and demolished. The station wet well and valve vault was refurbished and electrical conduit is being installed.
- **Airport Rd. Forcemain Extension/ Reclaimed Water Main Extension** – Work continues on the forcemain service connections. FDEP permit approval received for temporary impact near salt marsh along US1 to jack and bore the reclaimed water main to the intersection of Nova Road.
- **City Hall/Library Parking Lot** – Permanent striping is complete.
- **North Halifax Dr. Improvements** – Notification pamphlets were distributed to residents. Construction activities should begin November 26 and last about four months. Electronic message boards will be placed on North Halifax Drive one week prior to inform the public. Traffic will be maintained by the contractor using flagmen, barricades and detour signs. One lane will be open nearly all the time to circulate traffic. Construction and bid plans were reviewed and corrected.
- **Central Park Paving** – Sod was laid at the retention ponds at Fleming Avenue and grading for the parking lot and access drive was completed.
- **Tymber Creek Phase I** – Attended a preconstruction conference. Construction is scheduled to begin on January 7, 2013. City's involvement will be utility relocations, while Volusia County will manage road widening, drainage improvements, and the prime contractor, Masci Corporation.
- **Side Street Lighting Conversion** – Materials have been ordered and should arrive for installation by year's end.
- **Andy Romano Beachfront Park** – Several sections of the parking area have been completed. The coquina is being placed on the restroom/concession building, the roofing is being installed and the cupolas have been delivered. Pavers are being placed and park amenities are being installed. Dune restoration is on-going.
- **Hand Avenue** – Due to the lack of rain, the contractor was directed to take efforts to control dust on the site with use of a watering truck and other means necessary. In addition, the City Inspector will be delivering update notices to the residents in the work areas informing them of the work progress and schedule and thanking them for their patience during the construction.
- **Wastewater Treatment Plant Expansion and Rehabilitation** – Work has been completed on Clarifier 4, Carousel/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 finalizing forming and installing steel reinforcement bars for spread footers and the racquetball court walls.
  - Fire Station 91 Playground Renovation – Contractor started the repainting process at the corner of Nova Road and US1. Public notifications were issued.
  - Nova Street Light Painting – Public notifications were issued with a construction start date of November 5<sup>th</sup>.
  - 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 US-1 from Hernandez Avenue to Nova Road, including sidewalk improvements.
- North Peninsula 2-inch Water Main Replacement – Final (100%) plans have been submitted by McKim and Creed; staff will be scheduling this for disposition approval prior to bidding.
- South Peninsula 2-inch Water Main Replacement - Final (100%) plans are being completed; staff will be scheduling this for disposition approval prior to bidding.
- 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 – Scope and Schedule form was submitted to the District this week. The 90% plans have been reviewed for accuracy and are mostly complete.
- SR40 Washington to Beach St - FDOT has approved the proposed street light relocation design plans for the permit.
- 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 executed and returned.
- John Anderson Drive- Met with the SJRWMD and they have indicated that a permit should be issued. Staff's consultant will submit the permit application. Once the permit is received the project should be ready for bidding.
- Central Park Lake Interconnects – Division Ave. and Hammock Lane - Project to interconnect the Central Park lakes 1 & 2 and 2 & 3. At a workshop the issue with regards to Paul Duncan's claim of ownership of the water rights was discussed. Legal indicated they were confident that the City had legal authority and ownership of the water rights. Staff will proceed with bidding of the project.
- Riverside Drive Drainage Improvements – The CDM Study on the 2009 storm has been reviewed. A meeting has been scheduled with ZCA to discuss the recommendations in order for them to provide a scope of work for the project design.

- 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. Questions regarding contract documents prepared by ZCA will be discussed at next week's meeting.
- Environmental Learning Center – Provided as-builts related to utility connections to the consultant. A workshop was held on 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:

- Downtown Resurfacing / Median Construction – City will attend a preconstruction meeting at FDOT Daytona Construction Office (915 S. Clyde Morris Blvd) on November 20 at 9:30 AM.
- Underground Utilities – City scheduled a meeting with McKim & Creed and Searcy Engineering to discuss project status and direction on November 13 at 2:30 PM. Easements prepared by ATS Land Surveying are being reviewed for accuracy.
- 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)
- Created Wetland Protection Permit for 1768 John Anderson Drive.
- Researched plats and as-builts to locate property line locations at 132 S Orchard per GIS request.
- Re-staked property corners at 42-44 Lake Walden Circle per N.I.D. request.
- Tree located at 268 Palm Drive per N.I.D. request.

- Provided SWMP requirements to contractor regarding addition at 141 Cardinal Drive.

- Environment Management

- Street Maintenance

- Asphalt / Concrete

- Poured a concrete sidewalk (approx. 50') at Hidden Hills Dr.
- Cleaned & performed preventative maintenance on vehicles at the Public Works Yard
- Formed a driveway for concrete on Royal Dunes Dr.
- Built wooden barricades at the Public Works Yard
- Removed concrete at Fire Station #91
- Dug out the driveway and installed an expansion joint on Royal Dunes Dr.
- Moved new construction basins to Stormwater in the Public Works Yard

- Tree Crew

- Trimmed at City yards and City Hall (including Corbin St. parking lot at school).
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Maintenance of tools at Public Works Saw Shop
- Trimmed trees on Canterbury Woods, on Division Ave., at the Airport Runway, and at the South Ormond Neighborhood Center
- Removed a dead palm at Sanchez Park
- Removed diseased tree at 18 Oak Brook Dr.

- 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
- Changed out banners on SR40 to "Birthplace of Speed"
- Removed holiday flags on the Granada Bridge
- Loaded concrete into the roll-off at the Public Works Yard

- Sign Shop

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

- 501 N. Orchard St., straightened pedestrian crossing signs out front
- For Building Maintenance Electrician, fabricated Numbers 1-30 for light poles
- City Hall, delivered pedestrian crosswalk marker to Mayor's Office
- Hidden Hills Dr. & W. Granada Blvd., installed (3) "No Parking" signs
- Fernway Dr. & Military Blvd., reinstalled street names
- Cantor Ct. & Stallion Way, picked up street names & reinstalled them
- Riverside Dr. & Ormond Pkwy, replaced stop sign & post
- Various locations, checked for signs that may need attention
- Collins St. & Hand Ave., fabricated and installed HIP (High Intensity Prismatic) street names
- Stratford Pl. & Hand Ave., fabricated and installed HIP street names
- Bryant St. & Hand Ave., fabricated and installed HIP street names

Stormwater Maintenance  
Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Basin Cleaning – Zones 1, 2, 3, and 4
- Basin Repair – Country Club & Fairview
- Chemical Sprayed – ponds at Nova Recreation Center, Hull Rd., and SR40
- Cleaned Public Works Yard of debris

Vactor

- (2) System Inspections at Ormond Lakes
- Cleaned system on Emerald Oaks (3 lines, 4 basins)
- Assisted Water Distribution on broken water main at Tomoka Ave.
- Took truck to Fleet for repairs on 11/13

Mowing

- Weedeated around (15) outfalls, (2) manholes and (5) crossovers on SR40

Street Sweeping/Streetsweeper

- 86.8 miles of road cleaned (This was for 3 days)
- 32.5 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week

28,111

PM Services completed for the week:

Emergency—Vehicles and Equipment

8

Non-Emergency Vehicles and Equipment

11

Road Calls for the week:

0

Quick Fleet Facts:

- Fleet has 12,332 gallons of unleaded and 6,304 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,544 gallons of unleaded and 799 gallons of diesel.
- Fleet completed 41 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 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 is being processed 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. Additional work may be added to extend the water to a proposed building.
- WWTP Dewatering Station Bypass Project – Piping is installed and pressure tested. Compaction is being completed.

- 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 was obtained for the jack and bore crossing at US 1 and Nova Road. Connections and ties to the new force main are completed.
- FDOT State Road A-1-A Left Turn at Lynnhurst Drive – An updated utility work schedule was sent to The FDOT consultant.
- 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. The pump was delivered to the plant on November 12. An installation and start-up date for the pump is being determined.
- Ormond Beach Wastewater Treatment Plant Expansion – Carousel #2 was drained and the second anoxic tanks are being cleaned. The covers for the screw pumps are installed. Work at the dewatering pump station to replace the associated pumps and piping will be starting soon. Chlorine contact tanks and equalization tanks are being cleaned prior to placing the transfer pumps into service. 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 – Operations staff is in the process of determining if infiltration into the storm sewer is from a leaking reuse main.
- 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. Red, green and brown mark ups are prepared. Operations staff will field check the mark ups and verify the number of valve boxes and manhole rings to be adjusted or replaced.
- SR40 from Tymber Creek Road to Perrot Resurfacing – Prepared red, green and brown mark ups. Operations staff will field check the mark ups and verify the number of valve boxes and manhole rings to be adjusted or replaced.
- 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. Received electrical plans from the consultant for review.
- Tymber Creek Road Phase 1 Utility Relocation Project – A preconstruction meeting was held to discuss the project. The ownership and location of a fire pump control panel was discussed at the meeting. Staff investigated the control system and determined that it does not belong to the City. Volusia County determined that the control panel belongs to the homeowner's association.
- Water Plant Aerator Rehabilitation – A continuing Construction Management firm will be contacted for discussing performance of the recommended rehabilitation.
- SPRC: Updated the new engineer on pending projects. An easement modification from Jimmy Johns was received requiring the site owner to make repairs to above ground installations if they are disturbed by repairs to the pipelines in the utility easement.

- Transfer Station Lift Station Upgrades – Construction is underway. Electrical control panel feed and shared service with transfer station scales is being investigated for resolution.
- 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 4 residential water meters/ replaced 5 boxes
  - Responded to and/or repaired 11 water service leaks
  - Completed 16 service connects on Hand Ave - new 12" water main
  - Performed a water main shutdown to assist City contractor with 5 water main tie-ins on Hand Ave
  - Responded to 5 low pressure and 7 discolored water complaints
  - Continued installation of freeze protection on all vulnerable City owned backflow preventers
  - Assisted 7 customers with misc. water issues (i.e. stiff valves, leaks in house, etc.)
  - Continued City owned fire hydrant maintenance program: 4 hydrants checked for operation – identified maintenance needs completed.
  - Performed valve maintenance on 12 valves due to water main repairs and a scheduled shutdown on Hand Ave
  - Water Main Breaks: 8" main on Tomoka Ave, 6" main E Granada Blvd, 2" main Royal Dunes Blvd.
  - Water Main Flushing: Park Pl, Hand Ave, Victoria Cir, Wood Gate Ct, Oak Brook Dr, E. Granada Blvd, Tomoka Ave
  - Rescinded boil water notices on E Granada Blvd main break repair and the residential areas near Hand Avenue as a result of scheduled tie-ins.
  - Utility locate service for water/wastewater/reuse: 80 regular and 5 emergency utility locates have been completed
- Water Treatment
  - Delivered to the City 37.989 million gallons for the week ending Nov. 11, 2012 (5.427 MGD)
  - Backwashed 10 filters for a total of 443,000 gallons backwash water.
  - Produced and hauled 54 wet tons of dewatered sludge.
  - Operated north & south plant generators under full load for routine PM.
  - Sampled, cleared and rescinded two Precautionary Boil Water notices
- Wastewater Collection – Reuse
  - Crews responded to trouble calls in the Breakaway/Hunters Ridge PEP System service area. Rehabbed a pep tank at 39 Winding Creek. Replaced a broken pep tank at 20 Forest View Way.
  - Crews responded to trouble calls in town. Five sewer laterals were televised and cleaned.
  - Low pressure sewer psi reading on Westland Run and Foxhunters Flat, ranges between 15 and 8 psi. Pressure in the 4" main on Shadow Creek Blvd., ranges between 10 and 6 psi. There was no measured rainfall in Breakaway Trails and Hunters Ridge this week.
  - Televised six wells at old landfill for Engineering Div.
  - Contractor has completed connecting all lift stations to the new 16 inch force main on Airport Rd. Connections of the Industrial Park and Bear Creek lift stations were completed on 11/13/12.
  - Ongoing flushing of reuse on beach side. Cleaned bermad filter at Tomoka Oaks golf course.
  - Checked force main pressure at 1800 US1- 8 psi.
  - Checked pressure on the ten inch force main on Ocean Shore Blvd. Pressure is at 10 psi as of 11/08/12.

- Wastewater Treatment
  - Domestic and Industrial Wastewater flow was 25.06 Million Gallons.
  - Produced 16.08 Million Gallons of Reuse.
  - Produced 8.97 Million Gallons of Surface Water Discharge.
  - Influent flows average for week @ 3.58 MGD, plant designed for 6 MGD
  - Hauled tons of sludge 131.04 (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

- Completed work on back up pressure switch to HSP #6, Pump will operate automatically below 50 psi pressure regardless of SCADA computer.
- Bird Centrifuge was not operating. Trouble shooting efforts revealed that the VFD is bad. Bypassed the VFD to run across the line start until new VFD arrives. System is back in operation.
- Replace the burned out lamps at the sand filter drive control panels
- Capped off the old poly line at Claricone #1.
- Reamed the injection port on Claricones.
- Performed PM's to LPRO and Lime Softening Plant equipment according to MP2 Schedule.
- Installed new hose at Standish booster pumping station.
- Performed booster station PM's.
- Continued work on new controls at Shadow Crossings irrigation system. Installed new 60 HP fire pump motor. New configuration will reduce energy consumption at site.
- Continued monitoring storage tanks and wells at all irrigation stations in Hunters Ridge and Breakaway.
- Performed reuse pump station PM's and repairs.
- Performed PM's to Rima, Division, SR40 and Hudson well fields according to MP2 schedule.
- Attended water distribution training course offered by City of Daytona.

- Wastewater Plant – Lift Stations

- Forrest Quest and Pine Trail – assist Collections Division during force main connection to the recently constructed Airport Road force main.
- Bear Creek – SCADA – no starts pump #2 – reset motor starter
- Replaced battery at BAT liftstation SCADA panel.
- Liftstation SCADA repairs to 20 stations.
- Responded to power outages at 4M, 7M and 7M1
- The Crowne – pulled pump #2, cleared blockage at impeller – all OK
- 7P – not alternating – replaced vacuum filters
- Walmart – follow up from call out – replaced lag float – pulled pump to repair mix/flush valve
- Master Liftstations – pump down & wash down wet well – broke up scum layer in wet wells.
- Monthly PM's to 16 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's to 3 liftstations. (pulled pumps, inspected and changed seal oil)
- Transfer Station – pulled gas powered pump & hoses – pulled FLYGT pump from wet well
- Clarifiers – cleaned telescoping valves
- Alum Pump #1 – customer complaint of gauge reading high, flushed line

- Chlorine Dosage Meter – replaced pump
- Deragged influent pumps
- R.A.S. Room – assembly & installation of new priming water manifold.
- Barscreens: weekly wash down of screens and chutes
- Assisted contractor with plant rehab activities.
- Deragged submersible aerators daily.
- Performed PM's to plant equipment according to MP2 schedule.
- Cleaned shop and trucks and put away spare parts.
- Utilities Division completed 87 work orders as reported in MP2 computerized maintenance management system, of which 70 were PM work requests and 17 were repair work orders.
  
- Wastewater Collection/ Treatment/ Disposal Regulatory Activities
  - Industrial Pretreatment Program: Staff received notice from the FDEP for approval of recent Sewer Use Ordinance - Local Limits Resolution upon completion of advertised notification period. These improvements continue to enable staff with proper authority to safely and efficiently operate and monitor the sewer collection and treatment systems.
  - 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. Project construction is 77 percent complete. 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 of oil and grease to the collection system. Appropriate disposal methods are also described to include additional information regarding disposal of non-flushable items and medicines. 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 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>.
  - SJRWMD Alternative Water Supply Project: Staff has prepared and submitted the Water Supply Entity Response Form to update the District on the City's Western Ormond Beach Reclaimed Water Distribution Project. The project is the City's Alternative Water Supply Project as approved by the District. The District and the City are in a Cost-Sharing agreement for this project.
  - Water Treatment Conversion to Free Chlorine: The City's water treatment plant will temporarily be disinfecting the water supply with Free Chlorine rather than the Chloramines normally utilized. The change will occur between November 26<sup>th</sup> and

December 17<sup>th</sup> to minimize holiday impacts for this necessary distribution system maintenance period.

#### **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 attended and provided support for the November 13, 2012 Environmental Learning Center and Doggy Dining City Commission Workshop.
- Staff attended and provided support 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 provided vendor with reformatted contact list to mirror website and 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.