

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: November 30, 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 Clerk
- Bi-weekly meeting with Planning Director, IT Manager
- Weekly staff meeting with directors

Spoke to, attended and/or met with:

- DARE Graduation at Tomoka Elementary – handed out Key Pins on behalf of Mayor
- Attended United Way Board of Directors meeting
- Met with HR Director and Karen Chrapek regarding Vince Carter Sanctuary Services and Education Services
- Weekly conference call with FCCMA staff
- Met with Economic Development Director and Larry Volenec, FPL, regarding electrical systems at the Business Park
- Attended Annual VCARD Holiday Membership Lunch with Mayor Kelley and Commissioner Stowers
- Phone conversations with several citizens regarding a variety of topics

### **Community Development**

- Planning Services
  - Staff attended a US 1 Corridor Improvement Program (Phase 2) Working Group Meeting held at the Volusia TPO office.
  - Application for a rear yard variance at 305 Thackery Road: to at a screen room at a 9' setback where 20' is required. Staff has received letters of no objection from surrounding property owners. The case is to be heard December 5<sup>th</sup> by the BOAA.
  - Staff met with Volusia County Traffic regarding Marshside's proposal to exit the development onto Tymber Creek Road rather than onto Airport Road in order to relieve the am traffic concerns due to school traffic expressed by people at the Planning Board meeting.
  - Staff attended a pre-construction meeting for the Granada Boulevard resurfacing and median construction. The FDOT and contractor agreed to delay the start date from December to January 7, 2013 to avoid construction during the holiday parade and the holiday season. The construction will occur primarily at night and no lane closures are permitted from 7 am to 7pm.
- Building Services
  - 44 permits issued with a valuation of \$731,920.00
  - 136 inspections performed.
  - 7 business tax receipts issued

- Development Services:
  - The following SPRC activities occurred:
    - Nova Bank – Project was approved as a 1,800 square foot bank at 115 North Nova Road and a pre-construction meeting was held. Project obtained permit and should start construction soon.
    - 1520 West Granada Boulevard: The existing gas station at the intersection of Granada and Williamson Boulevards is replacing their underground gas tanks and are looking to replace the gas canopy in the exact same location as it exists today. The variance request is for a 40' front yard variance with a 0' front yard setback. The case is to be heard December 5<sup>th</sup> by the BOAA.
    - Met with the property owner and design professionals for the property at 121 East Granada Boulevard (former Woody's site). The meeting focused on construction options for site improvements and Land Development Code regulations regarding the building improvement.
    - Staff met with Capital Telecom regarding the application filed for a 150 foot tall monopine telecommunication tower to be located at 1110 Granada Boulevard. The meeting concerned two issues:
      - Whether a PBD was required or whether the application proposes no variance to standards; and
      - Whether the changes to the Telecommunication Tower ordinance applies to the application (pending ordinance doctrine).

## **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 Operations 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, Johnson & 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 88 Journal Entry Batches (# 5385 – 5418 and # 563 - 717).
  - Approved 35 Purchase Requisitions totaling \$957,157.60.
  - Issued 44 Purchase Orders totaling \$604,236.84.
  - Mailed Letter of Intent to Award for Bid No. 2012-226, Concentrate Monitoring and Disinfection Upgrades, on 11/21/2012.
  - Prepared 252 Accounts Payable checks totaling \$497,562.04 and 57 Accounts Payable EFT payments totaling \$889,585.40.
  - Prepared 38 Payroll checks totaling \$29,183.00 and 323 Direct Deposits totaling \$367,159.73.
  - Transferred IRS 941 payment of \$127,368.62.
  - Processed 7,118 cash receipts totaling \$2,549,586.13.
  - Processed 1,724 utility bill payments through ACH totaling \$118,934.50.
  - Processed and issued 11,712 utility bills with billed consumption of water of 68,614k.
  - Issued 789 past due notices on utility accounts.

### Grants/PIO

- Public Information
  - Press Releases
    - Walking with the Manager (12/14)
    - Meeting with the Manager (12/10)
  - Other
    - Citizen Contacts
    - Media Contacts
    - Added to and updated items in News & Announcements and other pages on the City's website.
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

### **Fire Department**

#### Weekly Statistics

- Fires: 5
- Fire Alarms: 5
- Hazardous: 3
- EMS: 68
- Motor Vehicle Accidents: 4
- Public Assists: 31

TOTAL CALLS: 116

- Aid provided to other agencies: 13 calls – Volusia County (10), Daytona Beach (2), Holly Hill (1)
- Total staff hours provided to other agencies: 20
- # of overlapping calls: 33
- # of personnel sent with EVAC to assist with patient care during hospital transport: 1
- Total EMS patients treated: 56

#### Training Hours

- Driving: 6
- EMT Refresher: 13
- Hazardous Materials: 28
- Incident Command: 17

TOTAL TRAINING HOURS: 64

#### Station Activities

- Updated 20 pre-fire plans
- Inspected 28 fire hydrants
- Participated in Career Day at Calvary Christian Academy.
- Participated in Touch-a-Truck event at Ormond Main Street's Riverfest.
- Instructed Child and Babysitting Safety (CABS) training – 8 students

#### Significant Incidents

- 11/19/12, 9:56 AM: Airport Rd / Tymber Creek Rd – Brush Fire – Assisted Volusia County with extinguishing multiple areas of active flames – fire was contained within cut fire lines – cleared scene at 12:02 PM.

- 11/20/12, 10:03 AM: Airport Rd / Tymber Creek Rd – Brush Fire – Assisted with previous brush fire in Volusia County – placed several hundred feet of hose in woods – soaked area for approximately eight hours – additional hot spots were hand soaked near unburned areas.
- 11/21/12, 9:14 AM: Airport Rd / Tymber Creek Rd – Brush Fire – Continued mop up on previous brush fire – fire remained within cut lines – all smoking areas were extinguished with approximately 4000 gallons of water – cleared scene at 5:09 PM.

### **Human Resources**

#### **Staffing Update**

- Job Requisitions
- Leisure Services/Administration – Part Time Office Assistant I
- Public Works/Wastewater – Maintenance Worker II
- Approved/Active Recruitment
  - 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 qualifications, copied and forwarded to the department for review.
- Screening/Interviews Scheduled
  - 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. Interviews are scheduled for 11-30-12.
  - 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<sup>th</sup> & 12<sup>th</sup>, 2012.
- Background/Reference Checks
  - 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 applicants. Pre-employment screenings were started on 11-14-12. Neither applicant passed background screening. Department selected and in-house applicant who will be transferred from W.W. Division effective 11-26-12. The department is reviewing the other applicants for second position.
- Job Offers
  - Public Works Department/Wastewater – A Maintenance Worker II candidate was selected and began employment on 11-19-12.
  - Leisure Services Department/Athletic Fields Maintenance – Two Maintenance Worker II applicants were selected and will begin employment on 11-28-12 and 12-3-12.
- Demotions
  - Police Department – Voluntary demotion of a Police Corporal to Police Officer effective 01-12-13.
- Promotions/Transfers

- Public Works Department/Water Distribution/Maintenance Worker II – An in-house Maintenance Worker II was transferred from Wastewater to Water Distribution effective 11-26-12.
- 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. Public Information news release sent out on 07-20-12 to re-notify citizens about this benefit.
- Nationwide 457 Deferred compensation meeting scheduled for 12-10-12 in the Public Works Department Training Room.
- ICMA 457 Deferred compensation meeting scheduled for 12-14-12 in the H.R. Training Room.

City Events/Employee Relations Update.

- New Employee Orientation was held on November 26 for six (6) new employees. This program reviews employee responsibilities, benefits, City policies and other useful information to orient a new employee on what it means to be working for the citizens of the City of Ormond Beach.

Training & Development Opportunities

- Development of Leadership for Supervisors training module.

Risk Management Projects

- Attended Mayor's Health & Fitness Challenge planning meetings.
- Attended United Way planning meetings

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) - None
  - Windows Servers: - None.
  - Networking System: - None.
  - Work Orders: - 20 New work - 43 completed - 28 in progress
  - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	20,280	Inbound E-Mails Blocked	10,115
Delivered Inbound E-Mails	10,065	Quarantined Messages	100
Percentage Good Email	49.6%	Virus E-Mails Blocked	209

- Notable Events: None.
- Geographical Information Systems (GIS)
  - Addressing Additions: 2 Changes: 0 Corrections: 0
  - Map/Information Requests: 11

- Information Requests from External Organizations: 0
- CIP Related Projects (pavement management, project tracking map): 0
- Meter GPS locate and ID: 22,502 total, completed 3,794 (16.9%) potable 3,518, Irrigation 276
- Notable Events: Facilitated a GeoBlade Viewer training class using both Community Development and Emergency Services (FEMA) map configurations.

### **Leisure Services**

- **Administration**

Meetings attended/hosted:

- Public Works staff meeting
  - City Manager weekly meeting
  - Park visits
  - Construction site visits
  - Office Assistant Position Interviews
  - Supervisory staff meeting
  - ECHO Grant application process
  - Attended National Youth Championships
  - Attended weekly staff meeting with all Facility Coordinators
  - Held one-on-ones with Facility Coordinators
  - Decorated Christmas Tree at City Hall with Pace Center for Girls
  - Attended Christmas Gala at The Casements
  - Attended meeting regarding the Nova skate park
  - Attended 2012 Christmas Parade meeting
  - Attended Public Works staff meeting
  - Pre-bid meeting at the Birthplace of Speed Park
  - Staff meeting held with Parks, Athletic Fields and Building Maintenance Foremen.
  - Meeting with Finance Department
  - Attended meeting for Ormond Beach Sports Complex multi-use fields
  - Weekly meeting with Austin Outdoors to discuss landscaping contract
  - Met with janitorial contractor
  - Andy Romano Beachfront Park progress meeting
  - Attended meeting regarding lightning detection system
- **Athletics**
    - The Ormond Beach Shuffleboard Club continued to hold their 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 Quads at the Sports Complex, Monday through Wednesday.
    - Seabreeze High School boy's and girl's soccer practices continued this week, Monday through Wednesday at the Sports Complex soccer fields.
    - Pop Warner Cheerleaders finished practices this week on Monday and Tuesday, preparing for the Championships over Thanksgiving weekend.
    - The National Football Championships were held this week at the Sports Complex, Championship Field #7, on Thursday, Friday and Saturday. This is the 3<sup>rd</sup> year in a row that we have played host to this tournament.
- **Athletic Field Maintenance**
    - Mowed South Ormond Neighborhood Center softball outfield.
    - Cleaned South Ormond Neighborhood Center tennis and basketball courts.
    - Went to Osceola Elementary School to tend to the infields, tennis and handball courts.
    - Mowed infields and outfields at the Nova Fields.

- Cleaned skate board park at the Nova Community Center.
- Cleaned tennis and handball courts at Nova Community Center.
- Picked-up and dropped off equipment to Fleet on daily basis.
- Made fuel runs for equipment.
- Cleaned restroom, offices and lunch area of Maintenance Building.
- Mowed the baseball fields twice a week at the Sports Complex.
- Continued mowing of the soccer fields at the Sports Complex.
- Continued mowing of the softball fields at the Sports Complex.
- Replaced sprinklers as necessary.
- Daily clean up of Limitless Playground at the softball quads.
- Conducted maintenance and cleaning of entrance sign to the Sports Complex.
- Prepared all baseball and softball fields for practices daily.
- Mowed football fields at Ormond Beach Middle School.
- Prepped soccer and football fields for weekend tournament games.
- Cleaned all sports parks of debris and trash from the events over the weekend.
- Seabreeze and River Bend varsity soccer teams are continuing their seasonal games at the Sports Complex.
- Hosted a three day football outing Thursday through Saturday with numerous teams. Staff reported to facility Friday, Saturday and Sunday for trash clean-up.
  
- Senior Center
  - November classes and programming coordinated through the Council on Aging were held Monday through Friday.
  - 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 1pm.
  
- 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:  
Simply Streisand, Tribute to Barbra Streisand, Saturday, 7:30pm to 9:30pm  
Miss West Volusia County USA Pageant, Sunday, 4pm to 5pm
  
- South Ormond Neighborhood Center
  - Splash Pad was open daily from 10am until dusk.
  - Jazzercise classes were held Monday and Wednesday from 5:45pm to 6:45pm.
  - Free play basketball took place from 1pm until 5:30pm.
  - Youth football took place on Monday through Thursday 5:30pm to 8pm.
  - Ormond Beach Youth Basketball Association held practice Monday through Friday 5:30pm to 8:30pm.
  - The fitness room was open from 1pm until 9pm on weekdays.
  - PAL held tutoring Monday through Thursday 3:30pm to 5pm.
  
- Community Events

- For the 2012 Parade, continued tracking applications and assistance to potential participants, and continued process of potential sponsorships.
- Conducted weekly administrative tasks, office work, meetings and activities.
- Training and orientation with the new Community Events Technician.
- Attended events meeting, weekly staff meeting and Andy Romano Beachfront Park meeting.
- Preparation for City Holiday Events: Santa on the Go!, Santa Calling, Holidays at The Casements and Breakfast with Santa.
  
- 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.
  - Youth Girls Basketball League began practice. Games will start in December.
  - Renovations on the outside handball and basketball courts will continue until January 2013.
  - "Learn the Basics of Basketball" continues 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 Wednesday. The Casements was closed to the public on Thursday and Friday.
  - The Ormond Beach Baptist Church met at Bailey Riverbridge Gardens on Sunday morning.
  - The Casements Guild, along with Casements staff, began setting up the holiday decorations throughout The Casements building and grounds.
  - The strike of the Florida Women's Arts Association exhibit took place on Monday.
  - The Dig and Find group met at Bailey Riverbridge Gardens on Tuesday evening.
  - The Farmer's Market was held in Rockefeller Gardens from 8am to 1pm.
  - The Casements Coordinator met with Scott Chelsey on Thursday morning regarding upcoming events.
  - The Casements Camera Club met at Bailey Riverbridge Gardens on Thursday evening.
  - The Casements Guild's "A Rockefeller Christmas" event began on Friday from 6pm to 9pm.
  - Staff continued preparing for the upcoming holiday events.
  
- Parks Maintenance
  - Repaired broken pickets on the fishing pier at Ames Park.
  - Installed new mister in men's restroom at Ames Park.
  - Installed garland on bridge lamp posts for Christmas holiday.
  - Removed graffiti from men's restroom wall and stalls at Cassen Park.
  - Replaced dome lid for trash can at the magic forest playground.

- Repaired holes in sidewalk at Rockefeller Gardens.
- Trimmed limbs around health trail sign at Central Park II.
- Removed graffiti from men's restroom at Sanchez Park.
- Painted interior and exterior of restrooms at Fortunato Park.
- Painted interior and exterior of restrooms at Cassen Park.
- Conducted citywide safety inspections of parks and equipment.
- Completed weekly inspections of park facilities for reservations.
- Building Maintenance
  - Completed weekly inspection of Airfield lighting and signage.
  - Daily preventive maintenance of City vehicles and equipment.
  - Continued to install Christmas decorations on the Granada Bridge.
  - Repaired lever set at the PAL House.
  - Repaired #9 gate at the Airport.
  - Repaired # 10 gate at the Airport.
  - Setup holiday decorations all throughout the City.
  - Cut doors for the new tile at Nova Gym.
  - Repaired restroom door closure at Field #1 at the Nova Fields.
  - Remounted mail box at the Gymnastics Center.
  - Repaired Christmas tree floats on the Halifax River.
  - Removed toilets for new tile at the Nova Gym.
  - Continued working with Halifax Paving for relocating Taxiway A.
  - Reinstalled toilets after new tile was installed at the Nova Gym.
  - Repaired women's restroom toilet at The Casements.

## **Police Department**

### Administrative Services

- DARE Graduation at Tomoka Elementary School
- Antique Car/Gaslight Parade and Car Show events
- Weekly Police Department and City Manager Staff Meetings
- Volusia & Flagler Police Chiefs Association meeting

### Community Outreach

- Tutors R Us continued for youth at the South Ormond Neighborhood Center. Currently 20 youth are enrolled in the program.
- Contacts were made for the Annual Holiday Party to be held at the South Ormond Neighborhood Center on December 20<sup>th</sup>.
- Members of the YDC reviewed upcoming community Service Projects.
- Dates were reviewed for the Winter and Spring PAL Educational programs.

### Criminal Investigations

- Cases Assigned: 25
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 2
- Inactive: 4
- Fraud: 7
- Burglary Residential: 1
- Larceny Car break: 12
- Grand Theft: 2
- Missing Persons: 1
- Sex Offense/Rape: 1
- Assaults: 1

Comments

- Car Burglaries: Two adult subjects out of Palm Coast have been identified in a rash of car burglaries over the weekend (approx. 6). The female adult was arrested and charged on one of the burglaries and charges will be prepared and filed for the others. The majority of the property has been recovered by investigators.
- Warrant obtained for a local transient responsible for several burglaries in zone 3. Subject located and arrested. Further evidence was obtained by investigators linking the same subject to the Trent Electric burglary where approx. \$1800.00 in scrap metal was stolen and sold at a local scrap yard.
- Suspect identified in a residential burglary from Marjorie Trail where jewelry was stolen. Investigation continues.

Community Service/Animal Service

- Animal calls : 56
- Animal reports:8
- Animal bites: 3
- Animals to Halifax Humane Society: 8, Cats: 7 Other 1
- Returned to Owner: 1 cat
- CSO's worked the GasLight Parade

Records

- Walk - Ins / Window 79
- Phone Calls 151
- Arrest / NTA'S 12
- Citations Issued 88
- Citations Entered 121
- Reports Generated 123
- Reports Entered 153
- Mail / Faxes / Request 41

Patrol

- Total Calls 1,618
- Total Traffic Stops 214

Operations Crime Opportunity Reporting Forms issued: 85

11-22-12 Car Burglary at 28 Choctaw Trail. Cash and an I-Pod were stolen from an unlocked car.

11-22-12 Car Burglary at 10 Fox Run Trail. Change was taken from an unlocked car.

11-22-12 Car Burglary at 4 Woodgate Ct. A lap-top computer and wallet were stolen.

11-22-12 Grand Theft at 28 Bear Creek Path. A golf cart was stolen from the residence.

11-23-12 Car Burglary at 20 Queen Anne Ct. The homeowner caught the female suspect in the act. Suspect fled prior to police arrival.

11-23-12 Narcotics at 50 W. Granada Blvd. A traffic stop resulted on one arrest.

11-24-12 Car Burglary at 450 Harbor Lights Dr. Misc items were stolen.

11-24-12 Disturbance at 210 Royal Dunes Dr. A male was arrested for domestic violence.

11-24-12 Theft at 7-11 690 S. Nova Rd. A credit card was stolen from the clerk's purse.

11-24-12 Shoplifting at Bealls, 1458 W. Granada Blvd. Two persons' charged.

11-25-12 Car Burglary at 133 University Cir. Suspect scared off by homeowner.

11-25-12 Car Burglary at 83 Wildwood Dr. Nothing was missing.

11-25-12 Disturbance at 342 Warwick Ave. Suspect arrested for failing to pay a cab driver and possession of narcotics.

11-26-12 Fraud at 337 Chelsea Place. The resident received a fake check for a computer being sold over the internet. Determined to be a scam attempt.

11-26-12 Shoplifting at Walmart. An adult female was charged with retail theft.

11-27-12 Theft at 729 S. Nova Rd. A credit card was stolen from the victim's purse.

11-27-12 Disturbance at 484 S. Atlantic Ave. Scottish Inn. A female was arrested for domestic violence.

11-28-12 Car Burglary (2) at 867 S. Atlantic Ave. A GPS unit was stolen from an unlocked car and a case of wine was stolen from an open trunk of another vehicle.

#### Traffic Unit:

- 12-11-00367 – Rollover - McIntosh and Sanchez car ran a stop sign hitting a pickup truck causing the pickup to roll onto the Drivers side. Only minor injuries reported. The at-fault driver was cited.
- The traffic unit is conducting extra patrols in the shopping plazas thru the end of the year trying to prevent car burglaries and purse snatches. We are also working heavily on Fire Lane and Handicapped Parking violations. We have seized 6 Handicapped Permits so far which were being used by friends and family members who are not handicapped.
- Single vehicle crash with a fatality on Airport Road. A motorcyclist traveling on Airport Rd. lost control of his motorcycle while negotiating a curve, ran off of the roadway and crashed into several trees. The victim was pronounced deceased at the scene.
- Sgt. Smith and Officer Pavelka conducted a police bicycle class on Wednesday.
- All motors worked Friday Night at the Gaslight Parade.
  
- Traffic Citations 40
- Parking Citations 12
- Crash - No Inj. 12
- Crash - Injury 2
- Crash - Fatal 1
- Warnings 7
  
- 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
    - Shopping Plazas
  - 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: 5 Cases initiated
- Zone 3: 1 Cases initiated
- Zone 4: 1 Case initiated
- 34 signs have either been removed or sign cases created.
- 27 tree removal permit requests.
- Administrative staff assisted with one walk-in and 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 was heard by the special magistrate at the November 26<sup>th</sup> hearing. The respondent did not attend the hearing. The special magistrate made a finding that a violation does exist, provided 30 days from execution of the order in which to comply, pay the \$100 citation, and pay case costs of \$23.25. Further that the respondent is required to contact the Neighborhood Improvement Division for a re-inspection once compliance has been achieved. Failure to comply will result in a \$50 per day fine commencing on the 31 day from execution of the order.

Zone 2:

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 was presented to the special magistrate on Sept. 24, 2012. The owner attended the hearing. The owner was given 60 days from the date of the hearing to achieve compliance and to pay the \$50 citation and case costs. Failure to comply will result in a \$25 daily accruing fine. The respondent contacted the Neighborhood Improvement Division on Monday, November 26, 2012 to request an inspection to confirm compliance. An inspection was conducted on Tuesday, November 27, 2012. While additional effort was made to remove items from the front porch and yard area, there was still a great deal of outside storage in the back yard. This case will be presented to the special magistrate for failure to comply on January 28, 2013.
3. Arlington Way – Received an anonymous complaint regarding the occupants of a duplex having garage sales at least twice a month. NID staff drove the area and found several duplexes. The address of the one in question is unknown at this time. Inspections will be made to ascertain the address and confirm the alleged violation.

NOTE: This report includes statistics for the last two weeks as there was not a report submitted last week due to the Thanksgiving Holiday.

**Public Works**

- Engineering  
Construction Projects:
  - Roadway Resurfacing – Contractor has substantially completed resurfacing of City Streets.

- Transfer Station Pump Station – New pumps were installed, vault box was lined, screen system was installed and electrical panels and conduits were installed.
- Airport Rd. Forcemain Extension/ Reclaimed Water Main Extension – All of the existing sanitary sewer service lines have been tied into the new forcemain, which is now fully functional. Work continues on the reclaimed water main component along N US1. The proposed jack & bore across N US1 at Nova Road has been coordinated for existing utility conflicts, subsurface investigation was completed. Held project progress meeting. Project is on schedule to be substantially completed by February, 2013.
- City Hall/Library Parking Lot – Project completed.
- North Halifax Dr. Improvements – Staff met with Prime contractor, utility sub-contractor and directional driller to discuss site staging and project schedule. Subsurface investigation was performed at two locations to determine cause of road settlement. The project will begin with directional drilling the reclaimed watermain, and watermain utility stubouts for future watermain upgrades. Road reconstruction and resurfacing will begin after the utility work is completed, which will be in early January, 2013.
- Central Park Paving – The Fleming Avenue and Hammock Lane parking areas were paved.
- Tymber Creek Phase I – 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 installed on the building. Pavers are being placed and park amenities are being installed. Dune restoration is on-going.
- Hand Avenue – The first phase of work from US1 to Coolidge is open. Paving from Nova to Stratford place was completed and this section of Road 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. The contractor is continuing with Water main installation and will complete the next section of paving from Stratford Place to Oak Brook Drive within the next couple of weeks. 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 has completed the forms, structural steel installation, and center wall of the racquetball courts.
- Fire Station 91 Playground Renovation – The irrigation system was installed. Cabbage palms and tree form ligustrums were planted. Wild Bermuda grass was sprayed with herbicide.
- Nova Street Light Painting – Thirty five of 41 poles have been repainted.
- FDOT Roadway Resurfacing- SR40 from Washington to bridge – A preconstruction meeting was held on November 20<sup>th</sup>, construction is expected to begin in early January.

Design Projects:

- Nova Community Park Master Plan - The proposed Master Plan is being revised per the Leisure Service and Quality of Life Boards recommendations and will be presented to the City Commission on December 18th.
- 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 – Met with FDOT and other franchise utilities to discuss project design revisions.
- 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. Volusia County is reviewing the plans and has made preliminary comments in regard to moling and their required fee structure for inspection of open cuts and bores.
- 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 – The Plans, which are 90% complete, are being reviewed by FDOT. Modifications to the plan at the Prince of Peace intersection are under consideration.
- SR40 Washington to Beach St - FDOT has approved the proposed street light relocation design plans for permit.
- Downtown Banner – Project consultant is finalizing design plans for FDOT permit review.
- Downtown Medians – A preconstruction meeting was held with the contractor, Masci Construction, on November 20. The project should begin the second week of January and take about 105 days to complete.
- 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. Volusia County has indicated they would cost share in drainage Improvements at the north end of John Anderson Drive. A cost share agreement is being prepared for this.
- 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 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.

#### Department Activities

##### 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)
- Met with homeowner to make recommendations regarding driveway modifications.
- Met with homeowner at 828 John Anderson Drive to discuss repair options to seawall and dock.
- Met with ATS Surveyors on As-Builts for SR 40 Multi-Use Trail.
- Met with contractor on SWMP requirements for proposed addition at 151 Cardinal Drive.
- Reviewed construction plans for ROW permit for AT&T conduit along Fleming Avenue.
- Re-staked property corners at 42-44 Lake Walden Circle per N.I.D. request.
- Researched plats and As-Builts to locate property lines at 132 South Orchard Street per GIS request.
- Site check at 151 Greenwood to verify no drainage blocking by proposed driveway.
- Researching a Downtown Brownfield expansion per Planning Division request.
- Located trees at 9 Choctaw Trail, 283 Riverside Drive, and 93 River Beach, per N.I.D. and Streets Division requests.

- Environment Management

- Street Maintenance

- Asphalt / Concrete

- Picked up pallets of cut concrete slabs for Fire Station #91
- Backfilled & stress cuts for new driveway on Royal Dunes Dr.
- Constructed new wooden barricades at Public Works Complex
- Removed concrete sidewalk at 18 Oak Brook Cir.
- Dug out and prepared for asphalt patch at 242 Northshore Dr.
- Asphalt repairs for the Water Department at S. Beach St. & McAlister and at N. Halifax & Riverwood
- Formed and poured concrete for a sidewalk on Oak Brook Cir.
- Formed and dug out (2) driveways at 98 Royal Palm Ave.

- Tree Crew

- Trimmed at City yards and City Hall (including Corbin St. parking lot at school).
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Maintenance of tools at Public Works Saw Shop
- Trimmed trees on Harvard, Old Kings Road, N. Beach, Orchard St. ROW, Wilmette ROW, Casements Dr., Iroquois Trl., SR40, US1, and Nova Rd.
- Ground down stumps at various locations around the City
- Removed a dead bay tree at Mulberry and Halifax
- Took down a tree at 9 Iroquois Trail

- Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads at all City parks, Airport Sports Complex, and Old Tomoka Rd.
- Graded boat ramps at Fortunato Park, Central Parks II, III & IV and Division Avenue
- Daily maintenance of various vehicles in Public Works Yard
- Printed daily work orders and distributed for job assignments
- Removed Holiday Flags on the Granada Bridge
- Picked up (2) load of recycled concrete from Chips on Hull Rd.
- Repaired road on Ormond Parkway with 5 yds. of recycled concrete
- Filled holes with concrete at Ames Park
- Weed control on Granada Bridge and on Nova Rd.
- Assisted with marking bridge for upcoming parade

- Sign Shop

- Repaired, replaced or installed signs at the following locations and other jobs:
- Sandpiper Ln. & Knollwood Dr., straightened stop sign post
- Sandpiper Ln. & Bramblewood Dr., replaced a stop sign & straightened post
- Bramble Ln. & Hidden Hills Dr., straightened stop sign post
- Hidden Hills Dr., cleaned "Limited Sight Distance" sign
- Timberlake Ln. & Hidden Hills Dr., replaced a stop sign on the west side, a 3-way sign & straightened post
- Stratford Pl. & Hand Ave., installed HIP (High Intensity Prismatic) street names
- Collins St. & Hand Ave., installed HIP street names
- Bryant St. & Hand Ave., installed HIP street names
- Various city locations, checked for signs that may need attention

- Building Maintenance Shop, fabricated a name and put on door
- Arroyo Pkwy & S. Beach St., straightened stop signs at northwest and southwest corners
- Seville St. & S. Beach St., straightened a stop sign post
- Plaza Grande Ave. & Cordova Ave., straightened a stop sign post
- Arroyo Pkwy & Santa Fe Ave., straightened a stop sign post
- E. Division Ave., straightened a 25 mph speed limit sign post
- Fluhart Ave., replaced (3) delineators around southbound curve
- Various intersections, marked areas for barrel placement for parade

#### Stormwater Maintenance

##### Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Delittered FDOT ponds - Lakebridge, Arroyo Pkwy and Division
- Replaced (2) open throat tops on Royal Palm Ave.
- Removed 20 feet of gutter & curb at 98 Royal Palm Ave.
- Hot spots checked at various citywide locations
- Sprayed – Nova Rec. pond, SR40 pond #2 and ditch on US1
- Loaded scrap metal into dumpster at the Public Works Yard
- Cleaned up a hydraulic oil spill in Ormond Green

##### 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

- Reachout Mowing – Nova Rec. ponds, FDOT ponds – Lakebridge & Nova Rd.
- Ditch Mowing at Breakaway Trail, SR40 and Airport Industrial Park

##### Street Sweeping / Streetsweeper

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

- Fleet

- Mileage Traveled by all City Departments for the week  
28,111
- PM Services completed for the week:  

<u>Emergency—Vehicles and Equipment</u>	<u>Non-Emergency Vehicles and Equipment</u>
8	15
- Road Calls for the week:  
2
- Quick Fleet Facts:
  - Fleet has 8,328 gallons of unleaded and 5,166 gallons of diesel fuel on hand.
  - Fuel Used in one week: 2,522 gallons of unleaded and 757 gallons of diesel.
  - Fleet completed 40 work orders this week.

## Utilities

### Projects Summary

- Concentrate Monitoring and Disinfection Upgrades – CC Agenda item for award to McMahan Construction for \$142,500 to construct the project pulled for further review.
- Division Avenue Well Field Raw Water Piping – Proposal for design services from the consultant is pending. Additional scope is being considered for utilities support for Environmental Learning Center Project.
- WWTP Dewatering Station Bypass Project – Construction completed. Operation data is being compiled for final report due to FDEP in Jan 2013.
- 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 as a result of the reclaimed water service area expansion. Draft specifications were prepared for materials procurement by the City. A wastewater facility permit modification is also being prepared.
- Airport Road Force Main/ Reuse Main Extension – The jack and bore crossing is scheduled to begin first week of December. A light pole on Nova Road conflicts with the proposed crossing. A meeting is being scheduled to discuss potential resolutions for this conflict.
- FDOT State Road A-1-A Left Turn at Lynnhurst Drive – The updated utility work schedule was approved by FDOT. Construction needs to be completed before the end of May 2013. A utility permit needs to be obtained from FDOT.
- North Peninsula 2-inch Water Main Replacement – Consultant is preparing revised plans.
- South Peninsula 2-inch Water Main Replacement – Received revised plans from the consultant for review. FDOH has approved permit.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Pump #3 is being installed. A 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. Work at the dewatering pump station to replace the associated pumps and piping is completed and start-up scheduled this week. Chlorine contact tanks and equalization tanks were cleaned and training was performed for operating the transfer pumps. 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 determined that infiltration into the storm sewer is not from a leaking reuse main. Water Distribution crews replaced old and non-operating 8 inch water main valve at Halifax-Neptune intersection prior to resurfacing activities.
- 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. Attended vendor demonstration for available lining technique with engineering staff.
- SR 40 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.
- SR 40 from Tymber Creek Road to Perrot Resurfacing – Prepared red, green and brown mark ups and sent them to the FDOT consultant. 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 Wal-mart are being reviewed. Received electrical plans from the consultant for review.
  - Tymber Creek Road Phase 1 Utility Relocation Project–A meeting to discuss utility relocations is scheduled for December 4<sup>th</sup>.
  - Water Plant Aerator Rehabilitation – A continuing Construction Management firm will be contacted for discussing performance of the recommended rehabilitation.
  - SPRC: Construction is proceeding on Village Business Centre. As-built plans for the Hunter's Ridge lift station were received and punch list items were completed.
  - Transfer Station Lift Station Upgrades – Construction is underway. Electrical control panel feed and shared service with transfer station scales is being resolved.
  - 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 7 and installed 2 new residential water meters
    - Responded to and/or repaired 18 water service leaks
    - Replaced 10 water services due to age of piping
    - Repaired/replaced 12 meter boxes
    - Completed 1 service disconnect due to a residential home demolition
    - Responded to 4 low pressure and 5 discolored water complaints
    - Performed 4 backflow tests, installed 14 freeze protection covers on vulnerable city owned backflow preventers
    - Tested 4- ¾" residential water meters for accuracy due to low usage or billing discrepancies, and a 4" water meter serving the Days Inn
    - Assisted 2 customers with misc. water issues (i.e. stiff valves, leaks in house, etc.)
    - City owned fire hydrant maintenance program: 3 hydrants checked for operation - maintenance needs identified have been performed.
    - Performed a shutdown at Park Place - Hand Ave to facilitate an adjustment of the water main due to storm drain installation for Hand Ave Project.
    - Replaced a broken 8" valve at N. Halifax Dr and Neptune Dr. Scheduled work performed prior to Halifax Drive Resurfacing Project.
    - Performed valve maintenance on 22 valves due to water main repairs and a scheduled shutdown on Hand Ave
    - Water Main Breaks: 4" North Shore Dr and a 6" McAllister Dr.
    - Water Main Flushing: Neptune Ave, John Anderson Dr, Riverwood Dr
    - Rescind the boil water notice on Hand Ave - including Park Place, Oak Brook Cir, Woodgate Ct and Victoria Cir
    - Installed new sod at 124 and 199 Royal Dunes Blvd due to an excavation to repair a water main
    - Utility locate service for Water/wastewater/reuse: 124 regular and 1 emergency utility locates have been completed

#### Water Treatment

- Delivered to the City 37.349 million gallons for the week ending Nov. 25, 2012 (5.263 MGD)
- Backwashed 12 filters for a total of 478,000 gallons backwash water.
- Produced and hauled 40.5 wet tons of dewatered sludge.
- Operated north & south plant generators under load for routine PM.
- Sampled, cleared and rescinded two Precautionary Boil Water notices

#### Wastewater Collection – Reuse

- Crews responded to one trouble call Breakaway/Hunters Ridge PEP System service area and nine in town.
- Total rainfall for Breakaway Trails (0.0") and Hunters Ridge was (0.0") from 11/21/12 to 11/28/12.
- Televised five and cleaned five sewer laterals.
- Excavated three reuse valves for confirming proper operation and no leakage at N. Halifax Dr. & Ann Rustin prior to resurfacing project.
- Checked known collection system trouble spots around town. All OK.
- Corrected main line backup near 5 River Ridge Tr.
- Rehabbed PEP System tank at 72 Shadow Creek Way.
- Replaced broken clean out at 24 Winding Creek.
- Low pressure sewer psi reading Westland Run 12/9 psi, Foxhunters Flat 18/12 psi and 4" on Shadow Creek Blvd. 15/10 psi.
- Contractor has started to set up for bore & jack at US1 and Nova Rd.
- Ongoing flushing of reuse on beach side. Cleaned Bermad filter at Tomoka Oaks Golf Course.
- Checked force main pressure at 1800 US1- 10 psi.

#### Wastewater Treatment

- Domestic and Industrial Wastewater weekly flow @ 26.02 Million Gallons.
- Produced 15.94 Million Gallons of Reuse.
- Produced 10.08 Million Gallons of Surface Water Discharge.
- Influent flows average for week @ 3.72 MGD, plant designed for 6 MGD
- Hauled tons of sludge 127.83 (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

- Riverview booster station: no pressure on suction side of pump, found transducer line plugged, replaced all plumbing.
- Replaced well 34H pump and motor, also installed timer on start up to prevent excessive cycling of pump.
- Continued work on new control panel installation at Well 10D.
- Repaired broken 1" sample line on raw water main at Rima Ridge, possible hunter in area ran over riser pipe and valve box.
- Replaced filters for the brine line on Hypochlorite generators.
- Installed screens on openings at well 10D
- Continued work on new controls at Shadow Crossings irrigation system. New configuration will reduce energy consumption at site.
- Reamed the injection port on Claricones and greased tube pumps.
- Continued monitoring storage tanks and wells at all Irrigation stations in Hunters Ridge and Breakaway.
- Performed PM's to Rima, Division, SR 40 and Hudson Well fields according to MP2 Schedule.
- Performed PM's to LPRO and Lime Softening Plant equipment according to MP2 Schedule.
- Performed Booster Station PM's.
- Performed Reuse pump station PM's and repairs.

##### Wastewater Plant – Lift Stations

- Scum Well #2 – repair Mix/Flush valve

- Halifax Medical Center – SCADA – no starts pump #1 – found motor starter tripped - pull pump – replace impeller & wear ring – clear blockage at volute – all OK
- Assist Building Maintenance Division with crane truck during Snow Flake installation at each lamp post on the Bridge.
- 12M – SCADA – pump #2 stuck on – adjust floats
- Influent pump generator transfer switch module started acting up, not allowing generator to transfer back to normal power. Transferred back manually, contacted Eaton for service.
- Deragg Influent pumps.
- 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.
- Deragg Submersible aerators daily.
- Performed PM's to plant equipment according to MP2 schedule.
- Liftstation SCADA repairs to 20 stations.
- Master Liftstations – pump down & wash down wet well – break up scum layer in wet wells.
- Cleaned shop and trucks and put away spare parts.
- Monthly PM's to 13 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's to 4 liftstations. ( pull pumps and inspect and change seal oil)
- Utilities Division completed 71 work orders as reported in MP2 computerized maintenance management system, of which 60 were PM work requests and 11 were repair work orders.

#### Wastewater Collection/ Treatment/ Disposal Regulatory Activities

- 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: A brochure is posted 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 spoke to over 100 students at CCA for their Career Day (11/16) to encourage water conservation. Academy requested the City's participation with the event.
- 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.
- Agenda packet preparation and creation for the December 4, 2012 City Commission Advisory Board Nominations Workshop
- Agenda packet preparation and creation for the December 4, 2012 City Commission 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.