

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: December 7, 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 meetings with City Attorney, City Clerk, HR Director
- Held quarterly staff meeting with Directors and Managers
- Bi-weekly meeting with Fire Chief
- Budget discussion with Assistant City Manager and Finance Director

Spoke to, attended and/or met with:

- March of Dimes leadership breakfast
- Spoke with Ms. Lanham regarding Lake Walden Cove neighborhood concerns
- City Commission Workshop on advisory boards
- City Commission meeting
- Weekly conference call with FCCMA staff
- Volusia County Council meeting on the countywide food drive presentation
- Team Volusia seminar on Playing to Win in Economic Development
- Mayor's Fitness Walk
- Home for the Holidays Parade

### **Community Development**

- Planning Services
  - Met with Lee Khazraee to discuss upstairs office signage issues related to the Kings Crossing Center building @ Old Kings Crossing & SR 40.
  - Attended the first meeting of the Mobility Plan Subcommittee of the TPO. Issues discussed included the Federal Highway Administration's (FHWA) 2020 Census Urban boundaries, review of FHWA's functional classifications of roads, Map 21 and mobility strategies.
  - Board of Adjustment conducted a public hearing on variance requests from 305 Thackery Drive (residential rear yard setback variance for installation of screen porch) and 1520 W. Granada Boulevard (commercial front yard setback variance to permit installation of a replacement canopy). Both cases were approved.
  - Staff is in the process of preparing a letter and draft delegation resolution for submittal to the Volusia County Council prior to action by the City Commission on the Finding of Necessity for the US1 corridor.
- Building Services
  - 53 permits issued with a valuation of \$411,936.00
  - 180 inspections performed.
  - 6 business tax receipts issued

- Development Services:

The following SPRC activities occurred:

- 1387 West Granada – Demolition of existing house for construction of an office that is similar in floor area size.
- Reviewed and submitted comments to Volusia County on Giant Recreational World located within and north of Destination Daytona along the I95 interchange.
- Received and currently under review final Planned Business Development site plans from SUNOCO for the redevelopment @ 460 S. Atlantic.

## 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 this week. Grading and base course work has begun on the western portion of the new taxiway, and major drainage and storm water management components have been delivered to the airport for installation with the new taxiway segment.
- The FAA has completed development of a web-based application that will enable airport sponsors and state agencies to provide data electronically to the FAA regarding the National Plan of Integrated Airport Systems (NPIAS), Capital Improvement Plan (CIP) processes and ongoing Airport Improvement Plan (AIP) grant administration. Ormond Beach and all other airport sponsors in Florida use the JACIP (Joint Automated Capital Improvement Program) system to input NPIAS/CIP information. Because of this, the FAA and FDOT have decided to continue to work together in order to use JACIP as the single communication tool serving both systems. Modifications to the JACIP program are underway and completions are expected by the end of January 2013.
- Staff worked with Sunrise Aviation and their vendor to plan and site a new sign location for the Sunrise Aviation fuel farm on Taxiway Bravo.
- Crews from AAA Fence continued work to clear overgrowth near the perimeter security fence, which had been impeding access to the fence for inspection and maintenance. Approximately 50% of the fence has been cleared at this point.
- Staff continued to work with the GIS division this week to research and illustrate parcel histories at the airport.

#### Finance/Budget/Utility Billing Services

- On-going Projects
  - Preparation of year-end audit.
- Completed Projects - Weekly
  - Processed 54 Journal Entry Batches (# 5419 – 5436 and # 721 - 820).
  - Approved 26 Purchase Requisitions totaling \$311,624.95.
  - Issued 11 Purchase Orders totaling \$620,474.90.
  - Prepared 126 Accounts Payable checks totaling \$469,895.07 and 28 Accounts Payable EFT payments totaling \$886,199.70.
  - Processed 4,974 cash receipts totaling \$2,543,521.25.
  - Processed 1,200 utility bill payments through ACH totaling \$64,966.96.
  - Processed and issued 1,800 utility bills with billed consumption of water of 10,030k.
  - Issued 617 past due notices on utility accounts.

#### Grants/PIO

- Public Information
  - Press Releases
    - Home for the Holidays Parade
    - Jim Miller's Big Band American Performs Holiday Concert (12/22)
    - Granada Blvd. Resurfacing and Median Project Meeting (12/13)
  - Other
    - Citizen Contacts
    - Media Contacts
    - Added to and updated items in News & Announcements and other pages on the City's website.
    - Attended County Council Meeting for Countywide Food Drive Presentation
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

- Submitted Final Application for the Environmental Learning Center to Volusia County ECHO.

### **Fire Department**

#### **Weekly Statistics**

- Fires: 5
- Fire Alarms: 4
- Hazardous: 1
- EMS: 61
- Motor Vehicle Accidents: 9
- Public Assists: 32

**TOTAL CALLS: 112**

- Aid provided to other agencies: 11 calls – Volusia County (8), Daytona Beach (2), Holly Hill (1)
- Total staff hours provided to other agencies: 17
- # of overlapping calls: 30
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 54

#### **Training Hours**

- EMT Refresher: 12
- Hazardous Materials: 10
- Hose and Equipment: 3
- Incident Command: 17
- Paramedic: 24
- Preplanning: 5
- Pump Operations: 3
- Tactics: 2

**TOTAL TRAINING HOURS: 76**

#### **Station Activities**

- Updated 18 pre-fire plans
- Inspected 43 fire hydrants
- Provided Station 93 tour to group of cub scouts and parents.

#### **Significant Incidents**

- 11/26/12, 1:57 PM: Breakaway Trails / Tomoka Ridge Way – Brush Fire – Column of smoke showing when entering subdivision – slow moving fire located in vacant area of woods – two homes on south side of wooded area – additional manpower utilized to protect homes – lines cut around one acre to contain fire and extinguish – cleared scene at 9:30 PM – units to return in morning to check area.
- 11/27/12, 8:07 AM: Breakaway Trails / Tomoka Ridge Way – Brush Fire – Previous fire causing smoke due to several flare ups within cut lines – utilized 3,500 gallons of water mixed with foam to cover area – cleared scene at 12:04 PM.
- 11/27/12, 3:54 PM: 55 E. Granada Blvd. – Suicide – Responded to post office for an unconscious female due to self-inflicted gunshot wound.
- 12/1/12, 7:01 PM: Creek Ln. – Structure Fire – Provided assistance to Volusia County – flames showing from single wide mobile home – 25% involvement of structure – no injuries - cleared scene at 9:34 PM.

## **Human Resources**

### **Staffing Update**

- Job Requisitions
  - Leisure Services/Administration – Part Time Office Assistant I
  - Leisure Services/Parks-PT Maintenance Worker II (2)
  - 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 qualification, 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 and the week of 12-02-12.
  - 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. Seventeen (17) applicants are scheduled for interviews to be held on December 11 & 12, 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. The department is reviewing the other applicants for second position.
- Job Offers
  - Leisure Services Department/Athletic Fields Maintenance - Maintenance Worker II (2 positions), two applicants have been selected and will begin employment on 11-28-12 and 12-3-12.
- Demotions
  - Police Department – Voluntary demotion of Police Corporal to Police Officer effective 01-12-13.
- Terminations/Resignations/Retirements
  - FY Attrition – M/E 11-30-12: 3.68% (excluding retirements).
- Public Records Requests
  - United States District Court Subpoena for Records for former Meter Reader who left employment in 2002.

### **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.

- 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 Human Resources Training Room.

City Events/Employee Relations Update

- New Employee Orientation is scheduled for December 6 for two (2) 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

- Staff in conjunction with Daytona State College is working on the development of a training module for Leadership for Supervisors.

Risk Management Projects

- Attended Mayor's Health & Fitness Challenge planning meetings and Mayor's Mile.
- Attended Workforce Wellness meeting.
- Attended United Way planning meetings.
- Attended Quarterly Staff meeting with City Manager.
- Attended risk management chapter meeting.
- Attended Leadership planning meeting.
- Preparing for Workman's Compensation Procedures Training sessions for Fire Department.

Information Technology (IT)

• Information Systems (IS)

- Work Plan Projects
  - Finance/Community Development – CRM system replacement
- iSeries system (HTE Sungard Naviline) - None
  - Windows Servers: - None.
  - Networking System: - None.
  - Work Orders: - 21 New work - 46 completed - 30 in progress
  - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	18,300	Inbound E-Mails Blocked	10,276
Delivered Inbound E-Mails	7,917	Quarantined Messages	107
Percentage Good Email	43.3%	Virus E-Mails Blocked	107

- Notable Events: None.
- Geographical Information Systems (GIS)
  - Addressing Additions: 1 Changes: 5 Corrections: 0
  - Map/Information Requests: 35
  - Information Requests from External Organizations: 0
  - CIP Related Projects (pavement management, project tracking map): 0
  - Meter GPS locate and ID: 22,502 total, completed 3,933 (17.5%) potable 3,653, Irrigation 280
  - Notable Events: None.

### **Leisure Services**

- **Administration**

Meetings attended/hosted:

- City Commission meeting
- Project ROMP
- Attended Parade meeting
- Park visits
- Construction site visits
- Supervisory staff meeting
- ECHO Grant application process finalized
- Attended National Youth Championships
- Attended weekly staff meeting with all Facility Coordinators
- Held one-on-ones with Facility Coordinators
- Attended Soccer Club meeting
- Decorated Rocky for the Christmas Parade
- Attended Wine and More at The Casements
- Attended Christmas Gala at The Casements
- Attended quarterly staff meeting with the Directors and Managers at The Casements
- Pre-bid meeting at the Senior Center
- Staff meeting held with Parks, Athletic Fields and Building Maintenance Foremen.
- 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

- **Athletics**

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex at 1pm daily.
- Seabreeze High School boys' and girls' soccer practices continued this week on Tuesday, Thursday and Friday at the Sports Complex soccer fields with games being held on Monday, Wednesday and Saturday.
- Riverbend Academy Soccer practice was held this week on Monday and games were hosted Thursday and Friday at the Sports Complex, Field #8.
- The following fields are closed due to winter rye seeding: Nova fields #1 through #5, softball field #7 and quad, Wendelstedt fields #1 through #3, Kiwanis, soccer fields #1 through #3, #7, #9 and #10 and the T-ball quad.

- **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.

- Replaced sprinklers as needed.
- Repaired irrigation pump and tank for softball fields.
- Mowed football fields at Ormond Beach Middle School.
- Sprayed fields for over seeding.
- Over seeded Champions field, softball quads and T-ball fields which are closed until January.
- 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.
- Repaired a main line leak at the baseball fields.
- Sharpened all mower blades and performed preventative maintenance service preparing mowers.
  
- Senior Center
  - Civil Air Patrol met on Monday from 6:30pm to 9:30pm.
  - Granada Squares Dance was held on Tuesday from 7pm to 9:30pm.
  - Living Word Family Church was held on Wednesday from 6:30pm to 8:30pm.
  - Tomoka Duplicate Bridge was held on Saturday from 11am to 4pm.
  - Chinmaya Church met on Sunday from 9am to 1pm.
  - Big Band America met on Thursday from 7pm to 9pm.
  
- 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:  
Film and Television Actors Workshop, Sunday, 9am to 6pm.
  
- South Ormond Neighborhood Center
  - Splash Pad was closed until March 16, 2013.
  - Jazzercise classes were held Monday and Wednesday from 5:45pm to 6:45pm.
  - Free play basketball took place from 1pm until 5:30pm.
  - 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 application tracking and deadlines and purchasing of supplies.
  - Conducted weekly administrative tasks, office work, meetings and activities.
  - Finalized parade lineup and décor theme.
  - Attended events meeting, weekly staff meeting and Home for the Holidays Parade meeting.
  - Continued tracking of Santa on the Go! and Santa Calling applications.
  - Distributed Santa mailboxes to The Casements and the Nova Community Center.
  - Distributed Holidays at The Casements flyers.
  - Event planning included: 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, pickle ball, the game room and the exercise room.
  - Challenger Basketball program continues to meet on Monday from 5pm to 6pm.
  - Youth Basketball League continued to practice from 6pm to 9pm Monday through Friday with games to begin in a few weeks.
  - 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 Hoop Shoot Free-Throw contest took place on Saturday from 8:30am to 2pm.
  - New cabinets and countertops were installed in the Community Center's activity room.
  
- The Casements
  - Classes met this week including Pilates and Yoga.
  - Tours continued from 10am to 3:30pm Monday through Friday and on Saturday from 10am to 11:30am.
  - "A Rockefeller Christmas" was held on Saturday and Sunday with the Wine 'n More event taking place Saturday evening and two seatings for a tea on Sunday.
  - The Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.
  - The Directors and Managers meeting was held on Tuesday morning.
  - Artist Larry Beck hung his gallery exhibit on Tuesday.
  - The Kings Crossing Homeowner's Association meeting was held at Bailey Riverbridge Gardens on Tuesday evening.
  - The Ormond Beach Garden Club general meeting was held in the gallery on Wednesday morning.
  - Casements staff, along with Community events staff, decorated Rocky the golf cart for the upcoming holiday parade on Wednesday afternoon.
  - Edward Jones held a financial seminar in Room 205 Thursday morning.
  - The Casements Club held their holiday party in the gallery on Thursday evening.
  - The Farmer's Market was held in Rockefeller Gardens from 8am to 1pm.
  - A bridal shower was held at Bailey Riverbridge Gardens on Friday morning.
  - Marian Tomblin held a tea party in the gallery Friday afternoon.
  - "Beethoven's Christmas Adventure" was the feature presentation for Movies on the Halifax on Friday evening.
  - Staff is preparing for Holidays at The Casements and Santa's Breakfast which will be held next week.
  
- Parks Maintenance
  - Installed and set up Christmas tree in City Hall Atrium.
  - Installed three (3) new park benches at Fire Station 91.
  - Repaired the Christmas tree float at Bailey Riverbridge Gardens.
  - Repaired playground equipment at Sanchez Park.

- Installed two (2) new picnic tables at Fire Station 91.
- Pressure cleaned gazebo roof at Fortunato Park.
- Installed two (2) new trash cans at Fire Station 91.
- Removed graffiti from men's restroom at Fortunato Park.
- Removed graffiti from men's restroom at Cassen Park.
- Removed soffit in restrooms at Central Park I.
- Conducted restroom repair and clean up at Fortunato 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.
  - Installed and set up Christmas tree in City Hall Atrium.
  - Removed cabinets and sinks in the dance room at Nova Community Center.
  - Removed water heater in the dance room at Nova Community Center.
  - Repaired ice machine at Waste Water Treatment Plant.
  - Installed new water heater in dance room at Nova Gymnasium.
  - Replaced four (4) water shut off valves for the new sinks at Nova Gymnasium.
  - Serviced air compressor at Building Maintenance building.
  - Removed seven (7) toilets at Sports Complex baseball concessions for installation of new nonslip tile.
  - Met contractor at the Standish Street Water Plant.
  - Replaced security lights at the Standish Street Water Plant.
  - Repaired rollup overhead door at Fire Station 94.
  - Repaired the Christmas tree float at Bailey Riverbridge Gardens.
  - Repaired the fence at PAL House.
  - Checked progress at the Splash Pad at Andy Romano Park.
  - Replaced meter can components in the Airport sign.
  - Repaired the sign lights at Cassen Park.
  - Repaired the junction box for lights at the Ormond Tennis Club.
  - Located underground service at Nova Community Center.
  - Repaired conduit pipe at The Casements.
  - Replaced ceiling light at Nova Gymnastics Center.
  - Repaired the chandelier at The Casements.
  - Replaced bathroom light and fan at Standish Street Water Plant.
  - Installed west lobby light fixtures at Nova Community Center.

### **Police Department**

#### Administrative Services

- Volusia & Flagler Police Chiefs Association Meeting
- Weekly Police Department and Quarterly City Manager Staff Meetings
- Home for the Holidays Parade action plan completed.

#### Community Outreach

- Tutors R Us continued at the South Ormond Neighborhood Center. Currently 20 youths are enrolled in the program.
- Contacts were made for the annual holiday party to be held at the South Ormond Neighborhood Center on December 20<sup>th</sup>.
- Graduation for the Science on Patrol at OBE was held on Thursday. Nine children attended the program and had pizza to celebrate their accomplishments

#### Criminal Investigations

- Cases Cleared by Arrest/Complaint Affidavit: 5

- Cases Exceptionally Cleared: 12
- Inactive: 15
- Fraud: 6
- Burglary Residential: 1
- Larceny Car break: 14
- Grand Theft: 7
- Auto Theft: 1
- Sex Offense/Rape: 2

Comments:

- Hunter's Ridge subdivision had several car burglaries. One vehicle had a window broken and several other unlocked vehicles were entered. No evidence was found at the scene. Some of the property was recovered throughout the neighborhood.

Community Service/Animal Service

- Animal Calls: 45
- Animal Reports: 9
- Animal Bites: 1
- Animal Citations: 1
- Notice of Violation: 3
- Trap, Neuter, and Release: 1
- Returned to Owner: 1
- Alarm Citation: 1

Records

- Walk - Ins / Window 127
- Phone Calls 168
- Arrest / NTA'S 27
- Citations Issued 85
- Citations Entered 155
- Reports Generated 150
- Reports Entered 149
- Mail / Faxes / Request 65

Patrol

- Total Calls 1,662
- Total Traffic Stops 247

Operations

Crime Opportunity Reporting Forms issued: 105

11-29-12 Car Burglary at 440 N. Nova Rd. A window was broken out of a vehicle and a purse was stolen.

11-29-12 Theft at 70 Ormond Lakes Blvd. A bicycle was stolen from outside of the subdivisions' clubhouse.

11-29-12 Auto Theft at 305 Roosevelt Dr. The vehicle was recovered in Daytona.

11-30-12 Disturbance at Ormond Lanes N. US-1. A fight broke out between several patrons in the parking lot. Conflicting stories resulted in cross battery complaints.

11-30-12 Fraud at 831 W. Victoria Cir. Family member forging the victim's checks.

12-1-12 Disturbance at 471 N. Yonge St. Husband was arrested for domestic violence.

12-1-12 Theft at 360 Airport Rd. A known suspect stole a cell phone from the resident.

12-1-12 Theft at 66 Domicilio Ave. Items are missing from the home, a caregiver is suspected.

12-1-12 Burglary at 8 Eclipse Trail. Homeowner surprised a suspect in his garage. The suspect ran from the scene and was not found.

12-2-12 Shoplifting at 250 E. Granada Blvd. An adult male was arrested for retail theft.

12-2-12 Warrant Arrest at 400 blk. of N. Nova Rd. A traffic stop resulted in the arrest of a subject with an open arrest warrant.

12-3-12 Shoplifting at Walmart. Adult male was arrested for retail theft and several open arrest warrants out of Georgia.

12-3-12 Trespass at McDonald's at Interchange Blvd. An adult male was arrested for trespassing.

12-4-12 Theft at 8 Byron Ellinor Dr. A roommate is suspected of fraudulently using the victim's credit card.

12-4-12 Warrant Arrest at 300 blk. of Pine St. A suspect was arrested for an open warrant for dealing in stolen property.

12-4-12 Car Burglary at 15 Foxford's Chase. Two unlocked vehicles were entered. A book bag was stolen and later found in a neighbor's yard.

12-4-12 Car Burglary at 3 Stagden Look. Two unlocked vehicles were entered, 2 GPS units and \$349.00 in cash was stolen.

12-4-12 Car Burglary at 28 Huntmaster Ct. An unlocked vehicle was entered and change was stolen.

12-4-12 Car Burglary at 31 Huntmaster Ct. A handgun was stolen after forced entry.

12-5-12 Auto Theft at 254 Willow Pl. The victim loaned her vehicle to a family member who failed to return it.

Traffic Unit:

- 12-11-00486 - Clyde Morris/Spring Meadows – Motorcycle crash with serious injury. Car exited Spring Meadows turning left onto Clyde Morris Blvd. into the path of a South bound motorcycle. The motorcycle rider was transported with multiple injuries.
- The traffic unit is conducting concentrated patrols in shopping plazas through the end of the year to prevent car burglaries and purse snatches. We are also working heavily on fire lane and handicapped parking violations. We have seized 8 handicapped permits so far which were being used by friends and family members who are not handicapped.

• Traffic Citations	29
• Parking Citations	5
• Crash - No Inj.	18
• Crash - Injury	6
• Warnings	16

- 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 St
    - Ormond Town Sq.
    - Walmart and Lowes
  - Enforced Complaints:
    - Clyde Morris Blvd.
    - SR 40 / US 1
    - South Kings Road
    - Osceola Elementary School parking violations

### Neighborhood Improvement

#### Weekly inspection statistics by Commissioner Zones

- Zone 1: 3 Cases Initiated
- Zone 2: 8 Cases initiated
- Zone 3: 1Case initiated
- Zone 4: 1 Case initiated
- 10 signs have either been removed or sign cases created.
- 6 tree removal permit requests.
- Administrative staff assisted with thirty-two (32) 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:

- 1) 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.
- 2) 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.

### Public Works

- Engineering

#### Construction Projects:

- Roadway Resurfacing – Contractor has substantially completed resurfacing of City streets.

- Transfer Station Pump Station – Electrical system upgrades are being added to control the booster pump station and weigh station pad separately.
- Airport Rd. Forcemain Extension/ Reclaimed Water Main Extension – A Progress Meeting was held; project is on schedule for completion in March 2013. The new force main is in full operation, while work continues on the reclaimed watermain extension. Staff has been working with the consultant and contractor to resolve utility conflicts for the jack and bore crossing at the intersection of Nova Road and N US 1 Hwy. Contractor has set up staging area and dewatering for the bore and has been investigating existing underground utility locations. Project site was reviewed by FDEP for State Revolving fund purposes.
- North Halifax Dr. Improvements – Pipe material was delivered on site and is being fused for the direction drill of the reclaimed watermain extension. Shop drawing submittals were reviewed.
- Central Park Paving – Site restoration and cleanup are in progress at Fleming Avenue. Grading and placement of sod continues for the retention ponds at Hammock Lane. Fleming Avenue and Hammock Lane parking lots have been paved.
- Tymber Creek Phase I – Shop drawing submittals for utilities relocation work were reviewed.
- Side Street Lighting Conversion – Materials have been ordered and should arrive for installation by year's end.
- Andy Romano Beachfront Park –The parking area has 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, Carousel/Reaeration blowers, RAS/WAS Pump Station, Acetic Acid Feed Structure, Electrical Building and generator, Screw Pumps, and Chlorine Contact Tank. The additional work associated with the bypass pumping has been completed. 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 new perimeter road is being constructed. 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 installed structural steel and poured the northwest wing wall.
- Fire Station 91 Playground Renovation – Project is complete.
- Nova Street Light Painting – Upon inspection the contractor will repaint 3 poles and 41 bases as the appearance of the paint is dull and flat due to manufacturer error.
- 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.
- Ormond Beach Airport Taxiway Project – Clearing and site preparation for Taxiway Alpha was completed. Preparation of the compacted subgrade and base material is in progress. A new stormdrain was constructed. Old Taxiway Alpha is being demolished and the milled materials are being stockpiled. Staff is working with the consultant and contractor

on the rerouting of the existing watermain and forcemain beneath the new taxiway. Based on the contractor's soft digs, FAA and FDOT will determine if the existing utilities are deep enough to remain in place or if rerouting will be necessary.

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 January 8, 2013.
- Nova Recreation Center Skate Park Expansion – This project will be presented to the City Commission on February 19, 2013 for approval of the Bid Package for a Design Build Project.
- 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 – Engineering has completed its review of the plans and Utilities are reviewing the plans. FDEP's Health and Rehabilitation Service's permitting process is nearing completion.
- South Peninsula 2-inch Water Main Replacement - Final (100%) plans are being completed; staff will be scheduling this for disposition approval prior to bidding.
- Downtown Underground Utilities – Engineering and FPL met with the Volusia County School Board regarding the conversion that allows it to execute easements on their properties, specifically Ormond Beach Elementary. The School Board is expected to include these easements on the consent agenda for their meeting in mid-January. Staff is also coordinating with FPL on a phasing plan that outlines a sequence of completion by quadrants in the downtown area.
- Audible Pedestrian Signals – LAP Certification was submitted to FDOT.
- SR40 Washington to Beach St - FDOT has approved the proposed street light relocation design plans for permitting.
- Downtown Banner – Project consultant is finalizing design plans for FDOT permit review.
- Downtown Medians – FDOT is working to finalize and issue the permit. The project should begin the second week of January and take about 105 days to complete.
- City Welcome Sign – Bomar Construction is preparing a proposal for staff review under its construction management continuing contract.
- Beach Ramp Beautification – County agreement executed and returned to the County to finalize.
- John Anderson Drive- Met with the SJRWMD and they have indicated that a permit should be a staff issued permit. Staff's consultant has submitted 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. Staff met with residents that have easements and their property
- Central Park Lake Interconnects – Division Ave. and Hammock Lane - Project to interconnect the Central Park lakes 1 & 2 and 2 & 3. At a commission 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. The City Commission approved the disposition item to allow staff to proceed with bidding of the project.
- Riverside Drive Drainage Improvements – The CDM Study on the 2009 Storm has been reviewed. A meeting was held with ZCA to discuss the recommendations in order for them to provide a scope of work for the project design. The FEMA agreement was approved for the grant at the December 4<sup>th</sup> CC meeting.

- 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. FEMA has provided us the modification to the existing agreement to include funding for construction. Staff will submit the modification to the CC on the 1/8 CC meeting.
- Environmental Learning Center – On December 4<sup>th</sup> the CC approved the submittal of the ECHO grant to Volusia County. Staff has finalized the application and will submit it to Volusia County. If ECHO approves the application for funding in February staff will proceed with final design.
- SR40 / Granada Blvd – FDOT Roadway Resurfacing Project - Met with FDOT staff and consultants to discuss improvements along SR40 from Tymber Creek to Perrot Drive, which includes milling and resurfacing, installation of mast arms to replace string line poles for signalization, and sidewalk improvements. Staff is working on coordinating a City utility work plan with the FDOT project.

Administration:

- Regional Utilities Project Coordination – Met with FDOT, franchise utilities, Volusia County and other regional municipal utility providers to discuss upcoming projects to coordinate location and relocation of existing and proposed utilities.
- FDOT Bridge Inspection Program – Attended workshop updates. Inspections are conducted annually by consultants contracted through FDOT on all municipal and state maintained bridges.
- Calle Grande Sidewalk - Attended coordination meeting with Holly Hill, Volusia County, TPO, and FDOT to discuss the proposed sidewalk along Calle Grande and Golf Ave. The TPO will be performing a feasibility study, to be prepared by a consultant, after which the applications for grant funding will be considered.
- Nova Road Landfill Closure Site Assessment – The reporting of the additional site assessment study required by 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 on site @63 Sounders Trail to discuss standing water issues.
- Provided SWMP documents and discussed options for proposed residence at 325 South Atlantic.
- Completed topographic survey of The Casements front lawn. Created site plan drawings for a gazebo on the front lawn and forwarded it to the consultant.
- Completed update of sketch and legal description for Downtown Brownfield Expansion per Planning Department request.
- Multiple tree location determinations at 7 Fluhart and 828 John Anderson Drive per N.I.D. and Streets Division requests.
- Completed an elevation survey along the east side of the Tomoka River Bridge.
- Researched and provided as-builts of Destination Daytona Phase 2 per Wastewater Division request.

- Attended a demonstration of an instant-cure manhole lining process that has wastewater and stormwater applications.
- Environment Management  
Street Maintenance  
Asphalt / Concrete
  - Poured and finished concrete curb, gutter & driveway at 98 Royal Palm Ave.
  - Poured a concrete driveway at 228 Sanchez Ave.
  - Prepared materials for Christmas Parade at Public Works Complex

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 Christmas Parade route
- Put up "Happy Holiday" banners on SR40 Streetscape
- Removed a tree from Oakridge Cemetery
- Removed a dead bay tree at 275 Riverside Dr.
- Prepared materials for Christmas Parade at Public Works Complex

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
- Assisted concrete crew on Royal Palm Ave.
- Put up "Happy Holiday" banners on SR40 Streetscape
- Delivered poinsettias to various city locations
- Prepared for Christmas Parade at Public Works Complex

Sign Shop

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

- Parade Route, prepared signs for Christmas Parade
- Lincoln Ave. & Orchard Ave., straightened a stop sign post
- City Hall, picked up a pedestrian crossing marker
- Wilmette Ave. & N. Beach St., replaced Ormond Beach "Historic District" sign
- Benjamin St. & Ponce de Leon Ave., replaced D.R. (drive rivet) in yield sign
- Buckeye Rd. & Chardon Rd., replaced snap and safe on post & anchor
- South Ormond Neighborhood Center, installed lighting on sign for Parks Department
- Mayfield Cir. & Brookwood Dr., replaced stop sign & straightened post
- Mayfield Ter., straightened street name post
- Public Works Yard, prepared barrels for Christmas Parade
- Various Locations, checked for signs that may need attention or replacing

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected

- Pump Stations – inspected
- Delittered Public Works Yard
- Put Quikrete on the road in Ormond Green to cover a spill
- Sprayed – Nova Rd. north pond, and SR40 ponds #2 & #7

Vactor

- Banyan Dr. – (3) basins cleaned, 740' of line cleaned
- Wye Dr. – (2) basins cleaned, 30'
- Lincoln Ave. – (5) basins cleaned
- Hammock Ln. – (2) basins cleaned
- Vacon – did equipment maintenance on the vehicle

Mowing

- Reachout Mowing – FDOT SR40 ditches and ponds
- Slope Mowing – FDOT SR40 ditches and ponds
- Bush Hog Mowing – FDOT SR40 ditches and ponds

Street Sweeping/Streetsweeper

- 153.9 miles of road cleaned
- 48.5 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week  
29,993

PM Services completed for the week:

Emergency—Vehicles and Equipment  
9

Non-Emergency Vehicles and Equipment  
21

Road Calls for the week:

6

Quick Fleet Facts:

- Fleet has 14,374 gallons of unleaded and 4,477 gallons of diesel fuel on hand.
- Fuel used in one week: 2,419 gallons of unleaded and 689 gallons of diesel.
- Fleet completed 67 work orders this week.

- Utilities

Project 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. A proposal was received from the consultant to design an alternative piping layout with discharge via air gap configuration into the reclaimed water storage tank to eliminate the health department requirement for installation of redundant backflow prevention devices.
- Division Avenue Well Field Raw Water Piping – Proposal for design services from the consultant is pending. Additional scope for water and sewer design for the Environmental Learning Center project was sent to the consultant for inclusion in the pending proposal.
- WWTP Dewatering Station Bypass Project – Operational data is being compiled for final report due to FDEP in Jan 2013 in concert with Pollution Prevention (P2) Project.
- 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 reuse service area expansion to the Breakaway Trails and Hunter's Ridge 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 procurement of dual check valve backflow devices and re-build kits for procurement by the City. Specifications for installation services are being prepared and awaiting further results of existing device field inventory activities. A wastewater facility permit modification is also being prepared by staff to support the reuse service area expansion.
- Airport Road Force Main/Reuse Main Extension – A meeting was held to discuss potential resolutions for identified conflicts associated with the jack and bore at US1 and Nova Road.
  - FDOT State Road A-1-A Left Turn at Lynnhurst Drive – A utility permit was submitted to FDOT.
  - North Peninsula 2-inch Water Main Replacement – Consultant prepared revised plans. Reviewed plans in conjunction with the Engineering Division.
  - South Peninsula 2-inch Water Main Replacement – Received revised plans from the consultant for review.
  - Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Influent PS Pump #3 was installed. A start-up date 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. RAS and WAS pumps were tested by the manufacturer. Drywall is being installed in the operations building. Operations staff making necessary adjustments for minimizing disruption to plant stability and corresponding effluent quality.
  - Lift Station Repair and Replacement Project – Contractor (Worsham) final pay request acceptance remains pending - no claim filed to date.
  - North Halifax Drive Rehabilitation - Reclaimed Water Main Extension – Water Distribution crews replaced old and non-operating 8 inch water main valve at Halifax-Neptune intersection prior to resurfacing activities. Awaiting contractor to proceed with construction 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.
  - 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 – 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 meeting to discuss utility relocations is scheduled for December 11<sup>th</sup>.
  - Water Plant Aerator Rehabilitation – A continuing Construction Management firm will be contacted for discussing performance of the recommended rehabilitation.
  - SPRC: Met with the owner and engineer for a proposed expansion of Randy's auto body site. Reviewed the conceptual plans for 1387 W. Granada and Giant Recreation World.
  - Transfer Station Lift Station Upgrades – New pumps were installed, vault box was lined, screen system was installed and electrical panels and conduits were installed.

- Continuing collaboration with consultant and Finance staff to discuss summary of recent small meter testing activity and meter replacement options for future consideration.
- Water Distribution
  - Exchanged 9 and installed 2 new residential/commercial water meters
  - Responded to and/or repaired 12 water service leaks
  - Replaced 5 water services due to age piping
  - Repaired/replaced 10 meter boxes
  - Completed 1 disconnect due to a residential home demolition
  - Responded to 4 low pressure complaints
  - Performed 6 backflow device tests, repaired 2" irrigation backflow damaged by vehicle on SR40 and Williamson Blvd. Installed a dual check valve on 1 residential service due to thermal expansion, installed freeze protection covers on vulnerable city owned backflow preventers
  - Tested 7 each - ¾" residential water meters due to low usage or billing discrepancies and 15 each - 2" commercial water meters for accuracy
  - Assisted 3 customers with misc. water issues (i.e. stiff valves, leaks in house, etc.)
  - Continued City owned fire hydrant maintenance program: 23 hydrants checked for operation and maintenance needs identified were completed.
  - Performed valve maintenance/ exercise on 18 valves south peninsula area
  - Water Main Breaks: 2 each - 2" water main leaks on Royal Dunes Blvd and Seafarers Dr
  - Water Main Flushing: Park Place, Seafarers Dr, Pirates Cove, Smugglers Cove, Buccaneers Cove
  - Rescinded the boil water alert on N. Halifax Dr/Neptune and Park Place
  - Installed new sod at Azalea Dr and Seafarers Dr due to an excavation to repair a water main
  - Utility locate service for Water/wastewater/reuse: 58 regular and 1 emergency utility locates have been completed
- Water Treatment
  - Delivered to the City 36.174 million gallons for week ending Dec. 2, 2012 (5.168 MGD)
  - Backwashed 9 filters for a total of 357,000 gallons backwash water.
  - Produced and hauled 81 wet tons of dewatered sludge.
  - Operated north & south plant generators for routine PM.
  - Sampled, cleared and rescinded two Precautionary Boil Water notices
- Wastewater Collection – Reuse
  - Crews responded to two trouble calls Breakaway/Hunters Ridge PEP System service area and eight in town.
  - Total rainfall for Breakaway Trails (0.0") and Hunters Ridge was (0.0") from 11/29/12 to 12/05/12.
  - Televised ten, cleaned ten and root controlled five sewer laterals.
  - Cleaned approximately 900 feet of 8" sewer main.
  - Ten inch force main on Ocean Shore Blvd. Pressure @ 11 psi 12/05/12.
  - Six inch force main at 1800 N. US-1. Pressure @ 5 psi 12/05/12.
  - Checked all known trouble spots around town. All good.
  - Cleaned main line and manhole at 5 River Ridge Tr. Found roots in downstream manhole and removed roots. All clear.
  - Replaced broken clean out at 53 Lorillard Pl.
  - Low pressure sewer psi reading Westland Run 10/9 psi, Foxhunters Flat 14/12 psi and 4" on Shadow Creek Blvd. 15/10 psi.
  - Continue to support contractor operations for US1 and Airport Road Reuse and Force Main Transmission Project.
  - Cleaned Bermad filter at Tomoka Oaks golf Course.

- Wastewater Treatment
  - Domestic and Industrial Wastewater flow was 27.37 Million Gallons.
  - Produced 15.91 Million Gallons of Reuse.
  - Produced 11.46 Million Gallons of Surface Water Discharge.
  - Influent flows average for week @ 3.91 MGD, plant designed for 6 MGD
  - Hauled tons of sludge 106.66 (14%-18% Solids).
  - Operations support provided for contractor activities at plant site associated with Phase 1 and Phase 2 WWTP Rehabilitation Project.

- Utilities Maintenance Division

- Water Plant - Well Fields - Booster Stations

- Began new panel controls for lime softening claricones blow down valve.
- Completed control panel replacement on Well 10D returned to operations.
- Replaced anti scaling pump lines in the poly room
- Kathy Harper Painting of LPRO clear well motors and pipes
- Installed extension pipes to the deck drains for the painter
- Attended Operator training class for Water Distribution system license.
- Repaired water line leak at Granada Booster station
- Lost power to the #2 Slaker - main breaker fault - reconnect new breaker.
- Changed v- belts on the #2 L.P.R.O. scrubber
- Replaced the sump pump in the southwest meter vault
- Met with Facilities Maintenance Supervisor for Standish building rehab
- Replaced the batteries on 18SR well meter.
- 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, SR40 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

- Influent pump station backup generator transfer switch module started acting up, not allowing generator to transfer back to normal power. Transferred back manually, contacted Eaton for service.
- Repaired water solenoid on Poly blend #1.
- Replaced photo eye on turbidity meter
- Replaced pressure gauge at Harley Davidson Liftstation.
- Attended training on Dewatering station new equipment.
- Chlorine Pump #3 fault code – replaced pump with new inventory
- 9M – replaced feet on bottom of volute to raise pump off floor due to bad mounting shoe
- Fermentation Mixer #11 – break in PM – changed all oils
- 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.
- Liftstation SCADA repairs to 19 stations.

- Master Liftstations – pump down & wash down wet well – broke up scum layer in wet wells.
- Monthly PM's to 35 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's to 5 liftstations. ( pull pumps and inspect and change seal oil)
- Utilities Division completed 101 work orders as reported in MP2 computerized maintenance management system, of which 80 were PM work requests and 21 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. Utility staff is gathering information and preparing documentation for application for a wastewater permit modification to include these areas in the reclaimed water service area.
  - Annual Reuse Report: Staff is preparing the report for submittal to the FDEP and St. Johns River WMD. The information allows the State to view a summary of our production and utilization of reuse water.
  - Public Education of Sewer Users: A brochure is posted on the City's website ([www.ormondbeach.org](http://www.ormondbeach.org), "News and Announcements," click on "view all") 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. Staff is also discussing the current contract as a renewal period is approaching. The scope of work may need to be revised to compliment the City's current needs.
  - 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.
  - Water Treatment Conversion to Free Chlorine: The City's water treatment plant is temporarily disinfecting the water supply with Free Chlorine rather than the Chloramines normally utilized. The change will continue until 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 December 4, 2012 City Commission Advisory Board Nominations Workshop
- Staff attended and provided support for the December 4, 2012 City Commission Meeting
- Preparations for the City Hall Holiday Luncheon on December 12, 2012.
- Agenda packet preparation and creation for the December 12, 2012 Pension Boards Meeting
- Agenda packet preparation and creation for the December 18, 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
  - Vendor preparing for citywide "all call".
  - 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 investigated issues with the report a concern feature and alerted vendor
- 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.