

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Kelley and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: October 19, 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 discussion with City Attorney
- Discussion with staff on landscaping contract
- Bi-weekly meetings with Economic Development Director
- Discussion with staff on Central Park lakes property lines

Spoke to, attended and/or met with:

- Cameron Brenneman playground dedication
- Mayor's Walk through Central Park II
- As requested, agenda review discussions with Commissioners Boehm and Stowers
- Rotary meeting
- Weekly conference call with FCCMA staff
- Introductory meeting with Keith Norden, new CEO/President for Team Volusia
- Held Walking with the Manager, Finance Director Kelly McGuire was the guest walker, several citizens attended
- General discussion with Tony Capozzi, Executive Director Ormond Beach Chamber of Commerce
- Daytona Beach Chamber Eggs & Issues
- As requested, met with Commissioner Kent, Mr. Carroll and Neighborhood Improvement Division Manager regarding code enforcement issues
- Monthly conference call with FCCMA Executive Committee
- Claims committee meeting

### **Community Development**

- Planning Services
  - Staff attended the monthly Technical Coordinating Committee of the TPO. Items of note included the addition of the City's SR40 Adaptive Traffic Signal Control System for \$445,803 to be employed in FY 12-13 in the FY 12/13-16/17 Transportation Improvement Program.
  - Staff has been in contact with Volusia County staff concerning the annexation strategy proposed to Volusia County regarding the Chelsea Place and Williamson Boulevard. The annexation strategy proposed to Volusia County is as follows:
    - City to annex all properties with recorded annexation instruments assuming VC agrees that the strategy reduces the size of an existing enclave.
    - Annex FDOT and VC properties upon a simple consent (memo, letter, email, etc).
    - Work with the existing properties to which we sent letters to gain voluntary annexation by holding them harmless regarding property rights and use in order to continue to reduce the size of the enclave; and,

- As a last resort, seek an Interlocal Agreement to annex those parcels remaining with the idea of holding harmless the property owners rights to use.
- This week the Director received an email from the VC Traffic Engineer indicating that the City's mobility fee is a replacement of the City's road impact fee and that the mobility fee is in addition to the County's Road Impact Fee. The Director believes this is incorrect for the following reasons:
  - SB 360 which authorized the City's mobility plan and fee had an expressed purpose of encouraging infill development. It was never intended to have two impact fees apply or it would be cheaper to build in unincorporated VC.
  - SB 360 was a general law of applicability with no grandfathering exemptions for county charters which had countywide impact fee legislation just for the county.
  - The Countywide impact fee is collected on state roads in OB for which the County has no concurrency responsibility. The city has concurrency responsibility on A1A, US1, and SR40 within our jurisdiction. Since the city has concurrency responsibility, it follows that a funding source to ensure concurrency is met is required. If the City has to have a fee and the County a fee, it will always be cheaper to build in unincorporated Volusia County since there is only one fee in Volusia County.
  - The county spends no impact fee money collected on state roads on state roads - only on county roads with the reasoning there is an impact on county roads from development on state roads. The City's analysis as part of the Mobility Plan which is included in the plan is this: Based upon 15 traffic studies approved by VC, almost 70% of the trips were distributed to state roads - not county roads.
  - Ormond Beach did not sign any agreement regarding the County Impact Fee applicability on state roads in OB to which we have concurrency responsibility for.
  - The mobility fee recognizes that the City does not want to widen US 1, A1A or SR 40 so we have indicated that we want more funds to be allocated to transit and non-motorized modes of travel while the Volusia County fee is devoted to capacity improvements on county roads only.
  - VC and Votran were involved in the review and comment of our mobility plans prior to adoption as early as 2009. The record is clear, correspondence exists, and the City's intentions were known. No challenge was made by VC on our mobility plan or fee in the Comp Plan when it went to the VGMC in 2010.
  - The mobility fee costs less since the road component is not for capacity improvements, only efficiency improvements. So it promotes ED.
  - VC has provided exemptions from the County Road Impact fee before for ED purposes – most recently housing construction for two years. Previously, exemptions were provided for industrial development.

There are two approaches to the resolution of this matter. First, the City can amend the Comp Plan and delete the TCEA, mobility plan, and everything else that the City fought for with DCA in 2010. The City can go back to the way concurrency was done before. If development occurs on SR40 and because it fails, we turn down development as the City has done in the past. The future is mobility fees. The City can't delete the mobility fee and keep the Transportation Concurrency Exception Areas since it was approved as a multimodal corridor with a funding source. Development should not have two fees assessed.

Second, City can meet with VC and ask for an exception to the County Impact Fee for implementation of our Mobility Fee or enter into an Interlocal Agreement to do the same. The City is the only one with a mobility fee so this course of action would be narrowly defined and limited in scope. There are a number of communities in the county talking now about mobility fees rather than road impact fees since it is too costly to continue to expand roads. In our meetings with VC administration, they have indicated our mobility

strategy application is a good one. Upper management and political action is needed to move this since the Planning Director has been unable to make this matter a top priority of VC.

- The timeline for the adoption of the Granada Brownfield expansion to beachside is as follows:
  - October 24, 2012 – Workshop
  - Planning Board Public Hearing – November 8, 2012
  - Brownfield Advisory Board Public Hearing – November 13, 2012
  - City Commission Adoption Public Hearing– December 18, 2012
- Building Services
  - 67 permits issued with a valuation of \$917,951.00
  - 160 inspections performed.
  - 4 business tax receipts issued
- Development Services:
  - SPRC received the following requests for review:
    - An application for construction of a 150 foot monopine tower at 1102 W. Granada Boulevard behind Bodez at the intersection of SR 40 and Clyde Morris Drive
  - The Planning Board endorsed the Finding of Necessity for the US 1 Corridor and a number of people spoke in favor of the city efforts. The PB approved the rezoning of Marshside to PRD but denied the PRD amendment regarding the 60 foot wide lots. The PB indicated due to traffic issues, the lots should remain 80 foot wide and any new units as a result of the land consolidation from annexation should have the same lot sizes.

## **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 is reviewing the material presented at the workshop and a public hearing with the Planning Board will be scheduled as soon as possible. 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 visited the City of Delray with representatives of Main Street to learn more about the Delray CRA economic development incentive programs. Staff presented the information on the economic development incentive programs used by the City of Delray CRA to the Main Street committee. 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 is attending the Florida Redevelopment Association annual meeting held in Daytona Beach from October 24-26. Plans are underway for a bus tour of the Volusia County cities. Staff is coordinating with Ormond Main Street staff for the tour of the Ormond Beach Main Street district.
  - Staff attended the Daytona Regional Chamber Legislative Action Committee meeting to finalize the 2013 Legislative priorities list. Staff is working with Team Volusia and Volusia Manufacturing Association to identify priorities for 2013.

#### Prospective Business Attraction/Retention/Expansion

- Staff continues to be in contact the property owners and their real estate broker of the Food Lion along East Granada Boulevard to discuss possible users of the property and any assistance the City can provide to attract a replacement grocery store at that location. The broker is in discussion with other food grocers to reuse the property. Staff has been responding to multiple emails from the community regarding their recommendations for the reuse of the Food Lion property.

#### Airport Operation and Development

- A contract between the City and Halifax Paving, Inc. to construct the Taxiway Alpha Relocation & General Airfield Improvements Project was approved and executed at the City Commission meeting on October 16<sup>th</sup>.
- Supplemental Joint Participation Agreements between the City and FDOT regarding the Taxiway Alpha Relocation & General Airfield Improvements Project and upgrades to security lighting systems at the airport have been received and will be presented to the City Commission for approval at their meeting on November 7<sup>th</sup>.
- A pre-construction meeting for the Taxiway Alpha Relocation & General Airfield Improvements Project was conducted this week. Staff joined representatives from Hoyle, Tanner & Associates, the air traffic control tower and Halifax Paving, Inc. to plan construction activities at the airport over the next six months.
- Staff completed work this week to compile and provide additional information requested by the firm of Slack, Johnston & Magenheimer, Inc. required to finalize an appraisal and initial valuation of certain airport parcels.

#### Finance/Budget/Utility Billing Services

- On-going Projects
  - Preparation of year-end audit.
- Completed Projects - Weekly
  - Processed 41 Journal Entry Batches (# 5247 – 5273 and # 90 - 168).
  - Approved 31 Purchase Requisitions totaling \$1,279,469.54.
  - Issued 32 Purchase Orders totaling \$976,805.76.
  - Held bid opening for Bid No. 2012-26, Concentrate Monitoring and Disinfection Upgrades, on 10/11/2012.
  - Prepared 119 Accounts Payable checks totaling \$410,124.09 and 38 Accounts Payable EFT payments totaling \$821,526.70.
  - Prepared 35 Payroll checks totaling \$34,810.80 and 322 Direct Deposits totaling \$427,454.25.

- Transferred IRS 941 payment of \$156,873.91.
- Processed 4,353 cash receipts totaling \$491,646.15.
- Processed 1,382 utility bill payments through ACH totaling \$90,559.68.
- Processed and issued 5,031 utility bills with billed consumption of water of 18,649k.
- Issued 1,043 past due notices on utility accounts.

#### Grants/PIO

- Public Information
  - Press Releases
    - Open Gymnastics Workout
    - Nova Community Center Hours
    - Mayor's Mile
  - Other
    - Citizen Contacts
    - Media Contacts
    - Added to and updated items in News & Announcements and other pages on the City's website.
    - Completed Election Insert for News-Journal Distribution
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

#### Fire Department

##### Weekly Statistics

- Fires: 2
- Fire Alarms: 5
- Hazardous: 1
- EMS: 59
- Motor Vehicle Accidents: 4
- Public Assists: 25

**TOTAL CALLS: 96**

- Aid provided to other agencies: 6 calls – Volusia County (2), Daytona Beach (3), Holly Hill (1)
- Total staff hours provided to other agencies: 5
- # of overlapping calls: 20
- # of personnel sent with EVAC to assist with patient care during hospital transport: 0
- Total EMS patients treated: 48

##### Training Hours

- Driving: 2
- EMT Refresher: 16
- Hazardous Materials: 14
- Incident Command: 6
- Paramedic: 12
- Policy Review: 2
- Preplanning: 7
- Technical Rescue: 2

**TOTAL TRAINING HOURS: 61**

##### Station Activities

- Updated 21 pre-fire plans

- Inspected 199 fire hydrants
- Participated in Tomoka Elementary Fall Festival
- Provided public education to the following schools for Fire Prevention Month:

	<u>Children in Attendance</u>
Noah's Ark Pre-School	70
Pathways Elementary	130
Temple Bethel	200
Grace Academy	25

#### Significant Incidents

- 10/10/12, 12:54 AM: 170 N. Old Kings Rd. – Vehicle Fire – Upon arrival found fully involved fire in vehicle in rear parking lot – fire coming from trunk and extending into passenger compartment – extinguished fire with 150 gallons of water – fire started in or near the trunk – estimated dollar loss of approximately \$8,000 – no injuries.

#### Human Resources

##### Staffing Update

- Approved/Active Recruitment
  - Public Works Department/Wastewater Plant – Treatment Plant Operator “A”, “B” or “C”. HR is waiting on approval to advertise Operator position as a Treatment Plant Operator “*Trainee*” position.
  - Public Works Department/Engineering – Civil Engineer position was advertised on the Florida Engineering Society web site and the City web site on 06-01-12 and will remain open until filled. Twenty (20) applications have been received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review. Interviews were conducted with four (4) candidates on 07-13-12. Re-advertised on the Florida Engineering Society (FES) web site and the American Public Works Association (AWPA) web site on 08-23-12 as open until filled. Twenty (20) additional applications have been received and forwarded to the department for review. Additional interviews were held on 10-08-12.
  - 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.
  - Public Works Department/Wastewater - Maintenance Worker II was advertised on the City web site and in-house on 09-28-12 with a closing date of 10-12-12. Applications are being entered on applicant tracking sheet with qualifications prior to being forwarded to department.
  - Public Works Department/Water Distribution - Maintenance Worker II was advertised on the City web site and in-house on 09-28-12 with a closing date of 10-12-12. Applications are being entered on applicant tracking sheet with qualifications prior to being forwarded to department.
  - Leisure Services Department/Athletic Fields Maintenance - Maintenance Worker II was advertised on the City web site and in-house on 10-09-12 and will close on 10-19-12.
- Screening/Interviews Scheduled
  - Leisure Services/Recreation (Sports) - Part Time Recreation Leader. Part Time Recreation Leader position was advertised on the City web site with a closing date of 03-23-12. Seven (7) applications were received, and interviews have been conducted. Selected applicant did not pass pre-employment processing. On 06-06-12 this position was re-advertised with a closing date of 06-22-12. Four (4) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review. Interviews have been scheduled for the week of 10-08-12. Three applicants withdrew from consideration due to having obtained other employment and

- one candidate was eliminated from consideration. Therefore, the department has asked to re-advertise as open until filled.
- Leisure Services/Administration – Office Assistant III position was advertised on the City web site and in-house on 10-03-12 with a closing date of 10-10-12. A total of sixty-four (64) applications have been received, entered on the applicant tracking sheet with qualifications. Applications were copied and forwarded to department for review.
  - Background/Reference Checks
    - Public Works Department/Streets – A Maintenance Worker II candidate has been selected and the background check has been started.
  - Job Offers
    - City Attorney's Office – A Paralegal candidate has been selected and will begin employment on 10-22-12.
  - Demotions
    - Police Department – A voluntary demotion has been requested from a Police Corporal to a Police Officer effective 01-12-13.
  - Terminations/Resignations/Retirements
    - FY Attrition – M/E 9-30-12: 5.21% (excluding retirements)
    - Leisure Services/Administration – Office Assistant III effective 10-22-12.
    - Police Department/CID – Police Officer effective 10-31-12.

#### Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program September 2012 monthly report reflects savings of \$80,746.78 for City residents in the twenty-seven months that the program has been in effect in Ormond Beach. Over 1,914 residents have utilized the program during that time.
- Five new Employees attended orientation on 10-17-12.
- Deferred compensation meetings with our representatives are scheduled for early November.

#### City Events/Employee Relations Update

- **The annual Employee Appreciation Day will be held on 10/24/12 at Rockefeller Gardens Park. A barbecue lunch will be served for all employees from 11:30 a.m. to 1:30 p.m.** During lunch employees who have reached milestone years of service will be presented with their service pin and certificate. Once again, "Above & Beyond" awards will be presented to those employees who really stepped up to the plate this past year by resolving a specific problem, far exceeding a customer's expectation, or just by going Above & Beyond what's expected in job performance.
- Wellness COVE - Health Risk Assessment appointments have been scheduled for 10-31-12 between 8:30 a.m. and 1:00 p.m. and will take place at the Nova Community Center. An additional make-up day has been scheduled for 11-14-12.
- Florida Blood Center's Big Red Bus will be at City Hall on 11-05-12 from 1:00 p.m. until 4:00 p.m. for a blood drive.
- **Employee Health Fair will be held on 11-14-12 at Nova Community Center.**

#### Risk Management Projects

- Attended the Mayor's Health & Fitness Challenge meetings and the Walk with the Mayor on 10-13-12.
- Attend Claims Committee meeting.

### **Information Technology (IT)**

- **Information Systems (IS)**

- Work Plan Projects
  - Finance/Community Development – CRM system replacement – Reviewing additional information requested from the vendors.
  - Transparency Website – reviewing work plan received from the City of North Port, developing project work plan.

- iSeries system (HTE Sungard Naviline) - None

- Windows Servers: - Virtualized the 2 remote access servers TS1 and TS2. Virtualized the helpdesk and deployment servers.
- Networking System: - None.
- Work Orders: - 29 New work - 48 completed - 26 in progress
- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	22,865	Inbound E-Mails Blocked	12,190
Delivered Inbound E-Mails	10,542	Quarantined Messages	133
Percentage Good Email	46.1%	Virus E-Mails Blocked	3,874

- Notable Events: Record number of virus emails detected and prevented from being delivered to our system this past week. Normal number is well less than 200, this week 3,874.
- Attended the FLGISA (Florida Local Government Information Systems Association) board retreat for strategic planning as treasure of the organization. The organization faces many of the same challenges that the Cities do in fulfilling the mission of the organization with a budget plan that is healthy and sustainable.

- **Geographical Information Systems (GIS)**

- Addressing Additions: 81 Changes: 8 Corrections: 2
- Map/Information Requests: 8
- Information Requests from External Organizations: 3
- CIP Related Projects (pavement management, project tracking map): 0
- Meter GPS locate and ID: 22,502 total, completed 3,154 (14.0%) potable 2,912, Irrigation 242
- Notable Events: None.

### **Leisure Services**

- **Administration**

Meetings attended/hosted:

- City Commission Meeting
- Public Works Staff Meeting
- Met with Austin Outdoor to discuss landscaping
- Met with Janitorial Contractor
- Met with Painting Contractor to discuss work at Waste Water Treatment Plant and Nova Community Park
- VCRDA meeting in South Daytona
- Met with City Manager and Asst. City Manager to discuss Servello Landscaping Contract
- Staff meeting with Athletic Fields, Building Maintenance, and Parks Foreman
- Andy Romano Beachfront Park progress meeting
- Substantial completion inspection of T-Ball fields at Sports Complex

- **Athletics**
  - The Ormond Beach Shuffleboard Club continued to hold its weekly play on Monday, Wednesday, and Friday at the Sports Complex, at 1pm daily.
  - The Lady Renegades Softball competitive program continued their annual fall practices this week at the Softball Quad, Sports Complex, Monday through Friday evenings.
  - Ormond Beach Golden Spikes and Ormond Beach Youth Baseball and Softball Assoc. continued their fall season on Monday through Friday evenings at 5:30pm at the Sports Complex, Nova, and South Ormond fields.
  - The Ormond Beach Soccer Club continued their fall recreational and competitive soccer practices Monday through Friday, 6pm to 8pm. Games are held every Saturday through November 17<sup>th</sup>, starting at 9am.
  - Ormond Beach Pride Football hosted home games (3) on Saturday at the Sports Complex, Championship Field #7.
  - The City Youth Flag Football program continued games this week Monday through Thursday at the Softball Quad and Kiwanis Field. Times are 5:45pm, 6:45pm and 7:45pm.
  - The City Youth Volleyball program continued this week on Monday and Thursday, 6pm to 8pm, at the Nova gymnasium.
  - The City Adult Coed Softball League continued their 2<sup>nd</sup> half of games this week Tuesday through Thursday at 6:20pm, 7:30pm, and 8:40pm at the Sports Complex, Field #7.
  - The City Men's Fall Softball League continued their fall season game schedule this week at the Softball Quad, Monday and Thursday, Quad #4, 7pm and 8:15pm.
  - OBYBSA Recreational Softball continued their fall game season this week on Monday, Tuesday and Thursday evenings at 6pm. Games are held at the Sports Complex Softball Quad.
  - Calvary Christian Academy Varsity Football game was held Friday night, 7pm at the Sports Complex, Championship Field #7.
  
- **Athletic Field Maintenance**
  - Mowed South Ormond (SONC) outfield, prepped infield for games.
  - Cleaned SONC tennis and basketball courts.
  - Went to Osceola Elementary School to tend to the infields, tennis and handball courts.
  - At Nova Park, mowed infields and outfields, cleaned skateboard park, tennis and handball courts.
  - Picked up and dropped off equipment to Fleet on a daily basis.
  - Made fuel runs for equipment.
  - Cleaned restroom, offices and lunch area of the maintenance building.
  - Mowed the baseball fields 3 times per week.
  - Continued mowing soccer and softball fields.
  - Replaced sprinklers as necessary.
  - Daily clean up of Limitless Playground.
  - Maintenance and cleaning of the new entrance sign to the Airport Sports Complex.
  - Prepared baseball and softball fields for practices daily.
  - Continued spraying pesticide on all ball fields.
  - Continued to paint 21 soccer fields for both competitive and recreational leagues.
  - Mowed football fields at Ormond Beach Middle School.
  - Ormond Beach Golden Spikes have begun their fall season at both Nova and the Airport Sports Complexes.
  - Prepped softball fields for men's and co-ed leagues.
  - Hosted the Pop Warner football teams on Saturday.
  - Prepped soccer and football fields for weekend games.
  - Hosted the Challenger soccer group on Tuesday nights.
  - Continued girl's recreational softball leagues at the softball quads.
  - Continued boy's recreational baseball leagues at the quads and the South Ormond fields.

- Hosted the Seabreeze JV football team on Thursday night.
- Helped when needed at the new T-ball fields construction site.
- Continued flag football leagues this week.
- Canceled the Lady Renegades softball tournament over the weekend due to too much rain and unsafe conditions for the girls.
- Edging, hoeing, and adding clay to baseball infields.
- Prepped all 4 baseball fields at the Airport complex for a weekend USSSA tournament.
- Prepped field at SONC for weekly games.
  
- Senior Center
  - October classes and programming coordinated through the Council on Aging were held Monday through Friday.
  - Civil Air Patrol met on Monday from 6:30pm to 9pm.
  - Granada Squares Dance was held on Tuesday from 7pm to 9:30pm.
  - Living Word Family Church was held on Wednesday from 6:30pm to 8:30pm.
  - Big Band America met on Thursday from 7pm to 9pm.
  - Tomoka Duplicate Bridge was held on Saturday from 11am to 4pm.
  - Chinmaya Church met on Sunday from 9am to 1:30pm
  
- Performing Arts Center
  - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
    - Monday: Kopy Kats rehearsed on stage, Show Club and CMT held regular classes.
    - Tuesday: Show Club, Theatre Workshop, Kopy Kats and CMT held regular classes.
    - Wednesday: Show Club, Kopy Kats and CMT held regular classes.
    - Thursday: Kopy Kats rehearsed on stage, Show Club and CMT held regular classes.
    - Friday: Theatre Workshop, Show Club and CMT held regular classes.
  - The next scheduled Performing Arts Center show is November 2<sup>nd</sup>, Kopy Kats Musical Revue.
  
- South Ormond Neighborhood Center
  - Splash Pad was open daily from 10am until dusk.
  - Jazzercise classes were held Monday and Wednesday from 5:45pm to 6:45pm.
  - Free play basketball took place from 1pm until close.
  - Youth Basketball took place on Tuesday and Thursday from 5:30pm to 7pm.
  - The fitness room was open from 1pm until 9pm on weekdays.
  - Rental, Friday and Saturday, 7pm until 11pm.
  
- Community Events
  - Attended Senior Games Committee meeting.
  - For 2012 Senior Games, assisted with Kick Off Celebration, including set-up and strike of the event. Assisted with events with preparation of upcoming Senior Games events.
  - For the 2012 Parade, continued tracking applications and assistance to potential participants, and began process of potential sponsorships.
  - Processed Employee Health Fair donation(s), mail out, and tracking of incoming donations.
  - For the Cameron Brenneman Playground Dedication staff assisted with set-up and strike of the event.
  - Continued preparations for Employee Appreciation Day, Wednesday, October 24<sup>th</sup>.
  - Began preplanning activities for Veterans' Day Dinner, Monday, November 12<sup>th</sup>.
  - Weekly administrative tasks, office work, meetings and activities.
  - Staff completed interoffice mail duty this week.

- Gymnastics
  - The October/November session classes for various age groups and levels were held Monday through Friday.
  - Open gym was held Monday evening.
  
- Nova Community Center and Special Populations
  - FitGyms conducted their personal training and tennis lessons.
  - Regular classes continued throughout the week, including Adult Jazzercise and "Take Off Pounds Sensibly" (TOPS).
  - Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
  - Open play took place various times during the week for those who participated in basketball, ping pong, pickleball, the game room and the exercise room.
  - Ms. Debby's dance class met at various times throughout the week.
  - Coed Youth Volleyball continued to practice twice per week.
  - Challenger Soccer, a sports program for those with special needs ages 10 and older, continued to practice on Tuesday from 5pm to 6pm in the Nova Community Center.
  - Challenger Sports of All Sorts, a new program for children ages 5 to 10 with special needs, met on Wednesday from 3pm to 4pm. The focus is to teach the basic skills needed for sports. The final day concluded with awards and a special treat for all participants.
  - Renovations on the outside handball and basketball courts began and will continue until January 2013.
  - The lobby was repainted this week.
  
- The Casements
  - Classes met this week including Pilates and Yoga.
  - Tours continued from 10am to 4pm Monday through Friday and Saturday from 10am to 11:30am.
  - The Ormond Beach Art Guild's Fall Show will be on display during the month of October.
  - A wedding ceremony was held in Ames Park on Saturday afternoon.
  - The Guild Crafters met in Room 203 on Thursday afternoon.
  - The Ormond Beach MainStreet Farmers' Market was held on Thursday from 8am to 1pm in Rockefeller Gardens.
  - The Ormond Beach Garden Club met at Bailey Riverbridge on Monday morning.
  - Staff is preparing for the "Rockefeller Revisited" program for Saturday, October 27<sup>th</sup>.
  - Staff is also making preparations for the many holiday events which will take place at The Casements during the month of December.
  
- Parks Maintenance
  - Installed dedication signs at Sanchez Park playground and fishing pier.
  - Trimmed low hanging limbs over sidewalk at Central Park II.
  - Installed two new picnic tables under the gazebo at Sanchez Park.
  - Repaired a broken deck board on the raised boardwalk in Central Park.
  - Installed temporary fencing for the parking area at Central Park I.
  - Installed two new benches in the playground area at Sanchez Park.
  - Replaced missing pickets at the magic forest playground.
  - Repaired entry columns for the gazebo at Sanchez Park.
  - Installed a new pet waste station at Sanchez Park.
  - Repaired soffit on the restroom building at Sanchez Park.
  - Conducted citywide safety inspections of parks and equipment.
  - Completed weekly inspections of park facilities for reservations.
  - Repaired a vandalized toilet at Cassen Park.

- **Building Maintenance**
  - Conducted weekly inspections of airfield lighting and signage.
  - Completed daily preventive maintenance of City vehicles and equipment.
  - Continued quarterly preventative maintenance of City air conditioning systems.
  - Started repairing the water cooler at the Tennis Center.
  - Installed 12 inboxes on Engineering's wall in City Hall.
  - Delivered stock of air filters.
  - Completed demolition and remodel of the Waste Water Plant front entrance.
  - Repaired the toilet in the ladies room at City Hall.
  - Removed the water cooler from the handball court at the Nova Community Center
  - Greased the water wheel bearings at The Casements.
  - Repaired the fountain pump at Fortunato Park.
  - Assisted plumbing contractor at the Memorial Art Museum.
  - Repaired gym lights at the Nova Community Center.
  - Repaired classroom lights at the SONC.
  - Conducted quarterly fire alarm inspections for City Hall and the Police Department.
  - Completed quarterly fire sprinkler inspections at Ames Park, the Museum and the Senior Center.
  - Repaired lights for Bailey Riverbridge sidewalk.
  - Replaced fan controls at the Senior Center.

### **Police Department**

#### **Administrative Services**

- In house quarterly training/firearm recertification continuing.
- Biketoberfest event action plan implemented.
- Attended Volusia County Sheriff's Office press conference regarding multi-agency Operation Broad Band results.
- Attended weekly police department and city department head staff meetings.

#### **Community Outreach**

- PAL staff continued to work on the upcoming PAL Golfing for Youth Tournament. The tournament will be held November 3, 2012, at Pelican Bay Country Club.
- Science on Patrol at Ormond Beach Elementary began the six week program on Tuesday, October 9<sup>th</sup>. Currently 8 youths are enrolled.
- Tutors R Us began offering programs at the South Ormond Neighborhood On October 8<sup>th</sup>. We anticipate 20 youths will be enrolled in the program.

#### **Criminal Investigations**

- Cases Assigned: 22
- Cases Cleared by Arrest/Complaint Affidavit: 8
- Cases Exceptionally Cleared: 8
- Inactive: 8
- Fraud: 2
- Burglary Business: 1
- Burglary Residential: 2
- Larceny Car break: 8
- Grand Theft: 4
- Missing Persons: 1
- Sex Offense/Rape: 1
- Narcotics:
  - Two Buy Walks
  - Two Buy Walk Attempts
  - Undercover Internet operation

Community Service/Animal Service

- Animal Calls: 55
- Animal Reports: 7
- Animal Bites: 1
- Animal Traps: 2
- Animals to Halifax Humane Society: 4
  - Dogs: 2
  - Cats: 2
- Notice of Violation: 1
- Citations: 1
- Trap, Neuter, Return: 1
- Wildlife: 1

Records

- Walk - Ins / Window 121
- Phone Calls 193
- Arrest / NTA'S 25
- Citations Issued 146
- Citations Entered 199
- Reports Generated 129
- Reports Entered 145
- Mail / Faxes / Request 49

Patrol

- Total Calls 1,693
- Total Traffic Stops 277

Operations

Crime Opportunity Reporting Forms issued: 102

10-11-12 Car Burglary at Bailey Riverbridge Gardens Park, a window was broken out of a vehicle and a briefcase was stolen.

10-11-12 Trespassing at 1521 N. US-1. A transient was issued a trespass warning.

10-12-12 Disturbance at 19 N. Yonge St. An adult male was arrested for disorderly intoxication.

10-12-12 Car Burglary at 440 N. Nova Rd. A side window was broken out and a purse and credit cards were stolen.

10-12-12 Disturbance at 595 Bryant St. An adult male was arrested for battery.

10-13-12 Grand Theft at 347 S. Orchard St. Appliances stolen from the residence.

10-13-12 Theft at 80 Standish Dr. Theft of a political sign.

10-14-12 Car Burglaries at 400 and 402 Cherrywood Dr, and 415 and 416 Oak Park Dr. All vehicles were unlocked. I-Pad, GPS, radar detector, and loose change was stolen.

10-14-12 Narcotics at Bailey Riverbridge Gardens Park. Suspect arrested after being found with marijuana and an open container of alcohol.

10-15-12 Car Burglary at 420 Lakebridge Plaza Dr. Unlocked vehicle.

10-15-12 Car Burglary at 875 Wilmette Ave. Sunglasses stolen from an unlocked car.

10-15-12 Car Burglary at 136 N. Orchard St. #6. Unlocked vehicle.

10-15-12 Burglary at 25 Baymeadows Ct. Home was ransacked and multiple items stolen while residents were away on vacation.

10-16-12 Car Burglary at 875 Wilmette Dr. #711. Unlocked vehicle entered.

10-16-12 Car Burglary at 138 W. Granada Bv. A window was broken out of a vehicle.

Traffic Unit:

- 12-10-00190, Hit & Run Crash, 500 N Orchard Street (OB Fleet Operations): Delivery driver backed into a City vehicle parked in the fleet yard. Driver got out, checked the damage, and left. He was later contacted and charged with improper backing and leaving the scene of a crash.
- 12-10-00213, DUI Crash/Fleeing Eluding LEO, 1340 W Granada Blvd.: Ormond resident was driving home from Ocala. He did so operating on only three tires. Other motorists called 911 to report this. VCSO attempted to stop the vehicle when it came into the city, but driver fled eastbound on SR40, lost control in front of Lowe's and crashed into some landscaping. Driver was charged with DUI, Fleeing or Eluding LEO, and additional traffic offenses.
- Officer Pavelka, Officer Borzner, and Officer Warmington attended in-service motorcycle training hosted by VCSO.
- Message Board deployed at the 700 BLK N US 1 to warn motorcyclists of new traffic signal at US 1 / SR 5A.
- Traffic Citations        51
- Crash - No Inj.        7
- Crash - Injury        1
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
  - Self-Initiated Enforcement Locations:
    - Central Park Corridor
      - Fleming Avenue
      - Hand Avenue (including detour routes)
      - Division Avenue
    - School Zones
    - N. US1
    - N. Beach Street
  - Enforced Complaints:
    - John Anderson Drive
    - Clyde Morris Blvd.
    - Riverside Drive
    - Beach Street

Neighborhood Improvement

Weekly inspection statistics by Commission Zones

- Zone 1:    5 Cases Initiated
- Zone 2:    0 Cases initiated
- Zone 3:    7 Cases initiated
- Zone 4:    4 Case initiated
- 53 signs have either been removed or sign cases created.
- 18 tree removal permit requests.
- Administrative staff assisted with sixty (60) 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. 166 N. Beach Street – Received a complaint that the owner of this property has erected a fence that may have been located on the city park to the south. The fence is not located on city property. A notice of violation was issued on September 19<sup>th</sup> providing the owner 20 days to obtain a permit. **A permit has been issued for the fence. This case is cleared.**
2. 152 Dix Avenue – A complaint was received with regard to two addresses in that they are occupied by Wyo-Tech students and that there appear to be permit issues with regard to building conversions. The only violation that exists is renovation work done on 152 Dix

Avenue without benefit of a permit. A notice of violation was issued providing 30 days from receipt to have the violation corrected. The letter was signed for on June 28<sup>th</sup>. The owner has until the end of July to obtain permits or change the detached structure back to a garage. Permits may also be required to make any further changes to this structure. The owner has stopped cooperating with staff. A citation of \$100 and notice of hearing has been issued to the property owner for the illegal conversion of accessory building. This case is scheduled for the Special Magistrate hearing on September 24, 2012. The Special Magistrate provided the respondent a 60 day continuance as requested due to medical reasons. **This case is scheduled for the November 26<sup>th</sup> hearing.**

Zone 2:

1. 233 Benjamin Drive – Received a complaint that the second floor window has been boarded up for a number of years. A notice of violation has been issued and the property also posted to ensure proper service of notice. The owner of the property is incarcerated and a family member has been working with staff to remedy this issue. **A citation has been issued and this case has been placed on the November 26<sup>th</sup> special magistrate hearing agenda.**
2. 794 Hand Ave. – Received a complaint about mosquito breeding in the swimming pool. The owner of the house is deceased. The house is vacant and staff has learned that GMAC is the lending institution responsible for the maintenance of the property. Staff visited the site and found the pool gate open. Staff secured the gate and has contacted mosquito control on behalf of the complainant. The yard is in need of maintenance. **The city's lot cleaning contractor is scheduled to clean the site.**
3. 144 S. Ridgewood Ave. – This is a site maintenance case dealing with outside storage of personal property. The owner has long since been notified and has made some effort to clean the property yet there is still a significant amount of storage remaining. A \$50 citation and notice of hearing has been issued. This case will be presented to the special magistrate on Sept. 24, 2012. The owner attended the hearing. **The owner was given 60 days to achieve compliance and to pay the \$50 citation and costs to process the case. Failure to comply will result in a \$25 daily accruing fine.**

Zone 4

1. 7 Queen Ann Court – Staff has received a number of complaints that the contractor for the lending institution handling this property is doing a very poor job. The last inspection revealed that the contractor is still leaving debris behind and has not been mowing certain areas of the property. **A notice of violation has been issued to the lending institution for failure to comply with the maintenance requirements of the city.**

**Public Works**

- **Engineering**
  - **Construction Projects:**
    - **Roadway Resurfacing** – Contractor has substantially completed resurfacing of city streets.
    - **Transfer Station Pump Station**- Reviewed shop submittals.
    - **Airport Rd. Forcemain Extension/ Reclaimed Water Main Extension** – Work continues on the Breakaway Trails storage tank reclaimed water pump controls and the reclaimed water main booster pump system along Airport Road. Piping was brought in to begin directional drilling for the reclaimed water main beneath the railroad track crossing Airport Road, which began this week and should be completed before Biketoberfest.
    - **City Hall Parking Lot** – Milling and paving were completed in the area behind City Hall. Milling and some paving were performed in the parking lot area behind the library. The remaining work will be completed Saturday, October 20, 2012.
    - **North Halifax Dr. Improvements** - Contracts are being executed.

- Central Park Paving – Work began on Fleming Avenue parking lot. An alternative parking area was established off Fleming Avenue. Retention ponds are being excavated, including rough site grading. Work will begin on Hammock Lane on October 22<sup>nd</sup>.
- Tymber Creek Phase I – Volusia County is preparing award of bid. Construction start is being considered for January 2013.
- US1 & Nova Road Turn Lane – Project is substantially complete. FDOT is managing this project.
- Sanchez Park Playground – Project is complete.
- OBSC T-Ball Fields – The work is 98% complete. A final inspection will determine remaining punch list items. Twenty (20) queen palms will be installed the week of November 5<sup>th</sup>.
- Side Street Lighting Conversion – Materials have been ordered and should arrive for installation by year's end.
- Andy Romano Beachfront Park – Contractor has completed masonry work on the restroom/concession facility and has formed the tie-beams. Contractor is starting the Coquina veneer. Inspection of the underground stormwater system indicated one of the storage units had partially collapsed. The contractor has removed this and replaced it. Construction of three pavilions has been completed. Other site work is on-going as well.
- Hand Avenue – The first phase of work from US1 to Coolidge was opened on Friday. 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. So for now there will be a 1-inch difference in the pavement elevation and the edge of curb. This will provide a final road with no joints which will enhance the final appearance and ride of the road. FDOT typically follows this procedure for State roads. On Monday August 20<sup>th</sup> the contractor began work on the phase 2 work area which will close Hand Avenue from Nova Road to Oak Brook Drive. Water mains and storm water mains have been installed and the culvert crossing at Laurel Creek has been replaced with larger diameter pipes. A meeting was held with the school Board Director to discuss and coordinate bus stop routing and student safety within the construction work area.
- Wastewater Treatment Plant Expansion and Rehabilitation – Work has been completed on clarifier 4, carousel/reaeration blowers, RAS/WAS pump station, acetic acid feed structure, electrical building and generator, screw pumps, and chlorine contact tank. The contractor is working on the carousel treatment trains, effluent pumps, and administration building. The contractor has indicated their intent to keep two crews working throughout the project which will accelerate the project's completion by 78 days. Operator training on completed components is ongoing.
- Nova Community Park Basketball and Racquetball Courts – Contractor mobilized equipment and prepared existing courts for demolition.
- Fire Station 91 Playground Renovation – Work is scheduled to start near the end of this month.
- Memorial Gardens LED Bollards – Work is complete.
- Nova Street Light Painting - Processing purchase order for the work.

#### Design Projects:

- Nova Community Park Master Plan - The proposed Master Plan is being revised per the Leisure Services and Quality of Life Boards recommendations and will be presented to the City Commission on December 4<sup>th</sup>.
- Mainland 2-inch Water Main Replacement – Notices were sent to inform residents of a public meeting to discuss the project at the Senior Center on October 25, 6:30 PM.
- FDOT Roadway Resurfacing - Prepared existing utility conflict plans for the proposed resurfacing of the northbound lane of US1 from Hernandez Avenue to Nova Road, including sidewalk improvements.

- North Peninsula 2-inch Water Main Replacement - Held 60% design review meeting. A meeting with the affected residents to introduce the project to the public was held on September 26<sup>th</sup> at The Casements.
- South Peninsula 2-inch Water Main Replacement - Reviewed design plans for south peninsula area. A meeting with the affected residents to introduce the project to the public was held on September 19<sup>th</sup> at The Casements.
- Granada Underground Utilities – Staff met with the City of South Daytona to discuss their utility undergrounding project, and also talked with South Daytona’s engineering/design consultant to discuss the details of the project contract procurement method used. The City’s consultant is compiling all costs and agreements that will need to be approved for execution by the City Commission
- Audible Pedestrian Signals - Consultant has submitted 60% plans to FDOT. FDOT is reviewing the plans. Review comments from staff were sent to the consultant.
- SR40 Washington to Beach St - FDOT has approved the proposed street light relocation design plans for permit.
- Nova Street Light Painting - Received written quotations for street light repainting. Processing purchase order for the work.
- Nova Community Park Master Plan - The proposed Master Plan is being revised per the Leisure Service and Quality of Life Boards recommendations. This will then be presented to the City Commission.
- Downtown Banner – Project consultant is finalizing design plans for FDOT permit review.
- Downtown Medians – Revised plans have been re-submitted for FDOT review (2<sup>nd</sup> submittal).
- City Welcome Sign – ZCA is preparing 60% drawings for staff review.
- Beach Ramp Beautification – County agreement is being reviewed by staff.
- John Anderson Drive- Reviewed construction cost estimate and scheduled meeting to review 90% plans. Staff is working with the consultant to value engineer the plans as the stormwater improvements have exceeded earlier cost estimates due to the number of existing utility conflicts that require relocation. A utility coordination meeting was held to discuss any potential issues with private utilities.
- Central Park Lake Interconnects – Division Ave. and Hammock Lane - Project to interconnect the Central Park lakes 1 & 2 and 2 & 3. Staff held meeting with Paul Duncan to discuss his claim of ownership of the water rights. Legal is reviewing our legal position. Researched lake water elevations of all lakes and created maps of same related to Lake Interconnect Project.
- Riverside Drive Drainage Improvements – Received approval from FEMA for a Repetitive Flood Claim (RFC) grant which will fund 100% of the estimated cost of drainage improvements to address flooding in the rear of properties along Riverside Drive that occurred during the 2009 May storm event. FEMA will be sending the grant agreement for City Commission approval.
- Wilmette Avenue Bypass Pump Station – FEMA approved the Phase I (Design) for the bypass pump station facility at Wilmette by Thompson Creek. This project would include the ability for staff to set pumps during critical storm events adjacent to the road that would provide for emergency bypass pumping of Thompson Creek without having to set pipes across the road and close the road as occurred during the May 2009 storm event. Recently received word that FEMA has approved the Phase II portion of the grant which includes construction phase. FEMA will be sending the grant agreement for City Commission approval.
- Environmental Learning Center – Assisted in preparation of initial ECHO grant submittal. 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.

Administration:

- Regional Utilities Project Coordination – Met with FDOT, franchise utilities, Volusia County and other regional municipal utility providers to discuss upcoming projects to coordinate location and relocation of existing and proposed utilities.
- Calle Grande Sidewalk - Attended coordination meeting with Holly Hill, Volusia County, TPO, and FDOT to discuss the proposed sidewalk along Calle Grande and Golf Ave. The TPO will be performing a feasibility study, to be prepared by a consultant, after which the applications for grant funding will be considered.
- Nova Road Landfill Closure Site Assessment – The reporting of the additional site assessment study required by the FDEP was finalized, submitted, and is being reviewed by FDEP.
- Roadway Drainage – Staff met on-site to investigate a stormwater drainage problem on Ocean Terrace. Staff will be performing survey elevations to determine how the roadway grade and curb and gutter can be modified to drain properly.
- Watermain Extension – Staff met with County representatives and residents from Shockney Drive, located in a county enclave, about a watermain extension along the road, to be served by the City.
- Held weekly progress meeting for Andy Romano Beachfront Park.
- Held weekly progress meeting for Hand Avenue Improvement project.
- Reviewed drainage plans for 322 Riverside Drive, and submitted approved plans to Building Division.
- Researched and created new sketch and legal description of corrected easement at future Jimmy Johns location per Planning Division's request.
- Residential SWMP Permits review and filing (on-going)
- Magnolia wall measurement (on-going)

Customer Service:

- Reviewed options for piping back yard of 39 circle Creek Way with homeowner and contractor

Other:

- Completed legal description for addition of the downtown CRA Overlay District per Planning Division request.
- 372 & 373 and 533 & 543 South Atlantic Avenue property corner stakeout per NID request
- Property corner stakeout at 20 and 24 South Orchard per NID request
- Tree locate at South Ridgewood per NID request
- Right-of-Way locate at 14 Acuba per NID request
- Researched right-of-way location at Neptune and Oceanshore and created PDF exhibit
- Environment Management
  - Asphalt / Concrete
    - Asphalt patches for the Water Division at 1168 Oceanshore Blvd. and on Dolphin Ave.
    - Repaired asphalt on Pineland Trl.
    - Pulled form and backfilled at 174 Marvin Rd.
    - Cut, removed and replaced a concrete spillway Laurel Oaks Cir.
    - Assisted Stormwater removing a concrete basin at Fleming Ave. & Burns St.
    - Poured (3) concrete slabs for benches for the Parks Department at Rockefeller Gardens

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 Orchard/Wilmette ROW, A1A, Ormond Green Subdivision, The Casements, 124 Magnolia, N. Halifax Dr., N. & S. Center St., Fleming Ave., Professional Center ROW and Neptune Ave. parking area
- Removed fencing at Prince of Peace church
- Removed pine trees on Runway 4 at the Airport
- Picked up gator at Fire Station #92
- Removed a dead bay tree at Ridgewood & Warwick
- Removed trees from Seton Trail Park
- Removed stumps at various citywide locations

#### 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
- ROW trimming on Division between Roosevelt & S. Ridgewood, and on Nova Rd. north of Fountain Park
- DOT weed control on Granada, on A1A, under the Granada bridge and on US1
- Replaced railroad ties around the median on Sargarberry Cir.

#### Sign Shop

- Repaired, replaced or installed signs at the following locations and other jobs:
  - Various Locations, checked for signs they may need attention
  - Hand Ave. & Andalusia Ave., installed HIP (High Intensity Prismatic) street names and post
  - Hand Ave. & Parque Ave., installed HIP street names and post
  - Hand Ave. & Coolidge Ave., installed HIP street names and post
  - Arroyo Pkwy, replaced an "Authorized Vehicle Only" sign post
  - Winding Woods Trl., replaced a "No Outlet" sign at the entrance
  - Jeannette Dr., reinstalled the "No Outlet" sign
  - Neptune Ave., east side, installed a 4-way sign
  - Sanchez Park and City Hall, delivered barricades

#### Stormwater Maintenance

##### Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Sprayed at Ballfield pond, Nova Rd. pond, Division pond and Arroyo Pkwy pond
- Reachout Mowing – N. & S. Nova Rd. ponds, Nova Ballfield pond, Lakebridge pond, on Arroyo Pkwy., Tennessee St., and Santa Fe Ave., Sanchez ditch, and Arroyo pond
- Weed eating at outfalls along SR40
- Cleaned (12) basins along Fleming Ave. and Charleston Sq.
- Assisted in creating a French drain on Eclipse Trl. and Main Trl.
- Cleaned basins in Tomoka Oaks Subdivision
- System Inspection – Standish Ave. by Dianne Dr.

Street Sweeping/Streetsweeper

- 135.0 miles of road cleaned (This was for 3 ½ days)
- 32.0 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week  
28,813

PM Services completed for the week:

Emergency—Vehicles and Equipment  
6

Non-Emergency Vehicles and Equipment  
19

Road Calls for the week:

3

Quick Fleet Facts:

- Fleet has 13,340 gallons of unleaded and 9,434 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,594 gallons of unleaded and 795 gallons of diesel.
- Fleet completed 56 work orders this week.

- Utilities

- Chemical Bids – The Dumont Chemical Company is protesting that the MicroC product for Supplemental Carbon Source proposed for bid by Environmental Operating Solutions, Inc. is an inferior product that does not meet the specifications. Evidence presented indicates that the product meets specifications. Finance will prepare a response to the protest. No purchase order was prepared to this vendor for the product until the situation is resolved.
- Concentrate Monitoring and Disinfection Upgrades – VCHD requires that two reduced pressure zone (RPZ) backflow prevention devices be installed on the proposed concentrate disposal connection to reuse transfer piping. The consultant estimated that this may add \$30,000 to the project cost. The engineer revised his estimate to \$145,000. A letter to the Florida Dept. of Health was prepared requesting that the number of backflow preventers be reduced to one based upon other redundant operating conditions and system configuration safeguards. McMahan Construction submitted a bid for \$142,500. There were no other bidders. A commission memo will be prepared for the December 4<sup>th</sup> meeting recommending award to the low bidder.
- Division Avenue Well Field Raw Water Piping – The consultant recently forwarded the updated final report to staff with review comments included. A revised well field map was prepared by GIS as an exhibit for the report.
- WWTP Dewatering Station Bypass Project – Work is scheduled to begin in October at plant site by B&G.
- Cross Connection Control (CCC) Program Management Services – Developing final CCC plan, ordinance and manual updates to meet current state regulations. Met to discuss how the CCC will affect the implementation of providing reuse to the Breakaway Trails and Hunter's Ridge service areas. A wastewater facility permit modification is being prepared.
- Airport Road Force Main/Reuse Main Extension – A directional drill is being performed underneath the railroad tracks on Airport Road.
- FDOT State Road A-1-A Left Turn at Lynnhurst Drive – The Utility Work Schedule was revised to include changes requested by FDOT. Reviewing the revised set of plans from FDOT Consultant, WBQ.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Pump #3 is being retrofitted with a new style impeller by the manufacturer. Met with CDM Smith to establish minimum operating speeds and wetwell levels for Pump #3 after it is installed. Questions

- posed by CDM Smith to the manufacturer concerning the Allowable Operating Range (AOR) shown on the pump curves were answered. The minimum flow rates recommended are 2,500 gpm. CDM Smith is drafting a letter to the contractor requesting an installation date for the pump.
- Ormond Beach Wastewater Treatment Plant Expansion – The first of two carrousel is now drained, cleaned and being retrofit with new air diffuser and mixer equipment. Effluent (reuse) transfer pumps are installed. Finish coating of the equalization tanks is being completed. 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 – Contracts are being prepared.
  - 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.
  - South Peninsula 2-inch Water Main Replacement – Reviewed plans and sent comments to Engineering.
  - Town Square, 4M1, 9M and Wal-Mart Lift Station Rehabilitation – Electrical questions from the consultant for standard details and specifications were answered by staff and forwarded to consultant. Plans were received from Engineering incorporating the site survey of Lift Stations 9M and Walmart.
  - Tymber Creek Road Phase 1 Utility Relocation Project – Construction is scheduled to begin in January.
  - Water Plant Aerator Rehabilitation – A continuing Construction Management firm will be contacted for discussing performance of the recommended rehabilitation.
  - SPRC: Reviewing plans for Sunoco Stations on Granada Blvd., N. Yonge Street and S. Atlantic Avenue. A jack and bore is being performed at Tomoka Christian Church. Received plans for Drexel Heritage for review.
  - Transfer Station Lift Station Upgrades – Contractor awaiting pump equipment delivery scheduled for October prior to on-site activities.
  - Continuing collaboration with consultant and Finance staff to discuss summary of recent small meter testing activity and meter replacement options for future consideration.
  - Staff received FDOH Tri-annual Sanitary Survey results for review of City's water supply, treatment and distribution systems operations. Survey findings from FDOH reported condition and operation of the overall system to be very good with six minor deficiencies noted for corrective action. Staff has prepared draft feedback for describing corrective actions which is due by end of October 2012.
- Water Distribution
    - Exchanged 8 residential water meters
    - Responded to and/or repaired 7 water service leaks
    - Replaced 7 water services due to aged piping
    - Repaired/replaced 13 meter boxes
    - Responded to 4 low pressure and 1 cloudy water complaints
    - Tested 8 city owned backflow preventers, all closed tight and were protecting the water system
    - Assisted 3 customers with misc. water issues (i.e. stiff valves, leaks in-house, etc.)
    - Meter Testing: tested a 4", 6" and three 3" commercial water meters, all tested accurate, scheduled 6 commercial water meters for testing
    - Continued city owned fire hydrant maintenance program: 8 hydrants have been checked for operation and any maintenance needs have been completed.

- Performed valve maintenance on 9 main line valves
- Repaired a 2" water main break on Royal Dunes Cir
- Rebuilt the permanent flushing device in Aberdeen subdivision
- Shutdown and removed the 4" water meter serving OBMS. Meter use discontinued due to new water service connection in use at this time.
- Excavated an 8" valve serving Tymber Creek subdivision for future repair, valve was found to be inoperable during the water meter test
- Multiple field meetings with Hazen Construction concerning future water main installation and existing water main connections for Hand Avenue.
- Rescinded boil water alert for Hand Ave, Bryant St, Collins St, Stratford Place
- Utility locate service for Water/wastewater/reuse: 70 regular and 1 emergency locate have been completed
  
- Water Treatment
  - Delivered to the City 35.759 million gallons for the week ending Oct. 14, 2012 (Avg. day for weekly period = 5.108 MGD)
  - Backwashed 11 filters for a total of 438,000 gallons backwash water.
  - Produced and hauled 67.5 wet tons of dewatered sludge.
  - Operated north & south plant generators for routine PM.
  - Sampled, cleared and rescinded one Precautionary Boil Water notice.
  
- Waste Water Collection – Reuse
  - Crews responded to four trouble calls Breakaway/Hunter's Ridge PEP System service area and two in town.
  - Total rainfall for Breakaway Trails (0.0") and Hunter's Ridge (0.0") from 10/11/12 to 10/17/12.
  - Installed 12" wing plug in equalization tank at wastewater plant for future concentrate – reuse project support.
  - Root controlled three - televised thirteen - cleaned three sewer laterals.
  - Closed reuse valve at Tomoka Ave. and US1 for Austin Outdoors to repair 4" reuse main on US1. Repair completed. Reuse system back on.
  - Ten inch force main on Ocean Shore Blvd. pressure is at 10 psi as of 10/16/12.
  - Installed new box on blow off on US1.
  - Rehabbed pep tank at 33 Laurel Ridge Break.
  - Still working to locate 2" force main on Shadow Crossing Blvd. Determined 2" force main is located under Shadow Creek Blvd.
  - Low pressure sewer psi reading Westland Run 18/22 psi, Foxhunters Flat 19/21 psi and 4" on Shadow Creek Blvd. 10/9 psi.
  - On-going flushing of reuse on beach side. Cleaned bermad filter at Tomoka Oaks golf Crouse
  - Checked force main pressure at 1800 US1- 10 psi.
  
- Waste Water Treatment
  - Domestic and Industrial Wastewater flow for period 29.66 Million Gallons.
  - Produced 17.44 Million Gallons of Reuse.
  - Produced 12.22 Million Gallons of Surface Water Discharge.
  - Influent flows average for week @ 4.24 MGD, plant designed for 6 MGD
  - Hauled tons of sludge 62.26 (14%-18% Solids).
  - Submitted the Chronic Bioassay Report to FDEP.
  - Operations support provided for contractor activities at plant site associated with Phase 1 and Phase 2 WWTP Rehabilitation Project.

- Utilities Maintenance Division

- Water Plant - Well Fields - Booster Stations

- Replaced the coupling on #2 pump at Standish Booster station.
- Installed new 25 HP irrigation pump at Hull Road ball field.
- Replaced the suction side broken piping of the anti-scalant feed pump.
- Installed new 6" check valve on pump #2 at Granada Booster station
- Repaired the diaphragm valve on lime slaker #2.
- Completed painting work at Riverview, Granada and State Park Booster Stations.
- Installation of well 10D control panel - pulled old conduits off wall. Repaired concrete walls.
- Reamed the injection port on Claricones.
- Repaired drain valve wiring at Leeway Trails elevated station
- Continued monitoring storage tanks and wells at all irrigation stations in Hunter's Ridge and Breakaway.
- Performed PM's to Rima, Division, SR 40 and Hudson Well fields.
- Performed PM's to LPRO and Lime Softening Plant equipment.
- Performed Booster Station PM's.

- Wastewater Plant – Lift Stations

- Worked with KPM industries on 8M2 liftstation SCADA components.
- Replaced control box on PEP tank system at 19 Tomoka Cove.
- Wired motor, E-stop circuit and eye sensor on Centrifuge conveyor belt.
- McDonald's liftstation riser pipes are corroded, contacted appropriate parties for determining resolution and repair activities.
- Repaired Chlorine analyzer at Wastewater plant, had to reset parameters.
- Replaced PEP tank control box at 183 Black Hickory Way.
- Centrifuge #1 – further disassembly of scroll & bowl unit, cleaned and reassembled scroll & bowl unit. Awaiting VFD to return to production
- Deer Creek – SCADA – high starts – both check valves bypassing - deragged both check valves
- Poly blend #2 not working reset controller.
- Deragged both Influent pumps.
- 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 15 stations.
- Master Liftstations – pump down & wash down wet well – broke up scum layer in wet wells.
- Monthly PM's to 22 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's to 3 liftstations. (pulled pumps, inspected and changed seal oil)
- Utilities Division completed 85 work orders as reported in MP2 computerized maintenance management system, of which 64 were PM work requests and 21 were repair work orders.

- Wastewater Collection/ Treatment/ Disposal Regulatory Activities

- Industrial Pretreatment Program: The new permits have been delivered to the City's Industrial - Significant User (IU) facilities. The comment period is nearing its end term and the IU permits will become effective soon after the 1<sup>st</sup> week of October. Staff forwarded News Journal proof of publish record for Florida Department of Environmental Protection (FDEP) prepared legal notice describing period for receipt of comments prior to official department acceptance of recent amendments to the Utility's Sewer Use Ordinance and

- Local Limits. Following the comment period the FDEP will issue the City an implementation date.
- Reuse Expansion: The new reuse transmission line is currently under construction along Airport Road and US1 to supply reuse to Breakaway Trails and Hunter's Ridge. Utility staff is gathering information to apply for a waste water permit modification to include these areas in the reclaimed water service area.
  - Public Education of Sewer Users: Staff is editing a brochure to eventually post on the City's website to inform customers of proper use of the City's sewer system with special consideration to oil and grease being contributed to the sewer as the holidays approach. The brochure outlines the detriment oil and grease may cause to the collection system as well as proper disposal methods and locations. Staff is also considering other public outreach avenues such as the Earth Day event.
  - Reuse Quarterly Groundwater Monitoring Report: Staff prepared the report for submittal to the FDEP. Additionally, a request will accompany the quarterly report for reduced monitoring for certain contaminants as a result of the consistent record of low level of contaminants found during historic sampling activities.
- 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.
    - Consumer Confidence Report (CCR) Rule Review: The U.S. EPA is conducting a "Retrospective Rule Review" of the CCR rule. Staff is keeping abreast of the proposed changes and how they will affect the City's compliance. The EPA is currently in a period for public comment. The considerations include how our system could deliver the CCR electronically and still comply with the Federal Regulation. Staff attended a webinar outlining the changes to the CCR rule. The final rule change will occur by the end of 2012.
    - Florida Department of Health Sanitary Survey: The City's Water Treatment Plant received the report for the tri-annual Sanitary Survey. Staff is compiling feedback on corrective actions and additional comments - corrections to submit to the Health Department. The report indicated operation of all systems to be very good.
    - EPA Lead and Copper Rule Submittal: Staff is preparing the reports for the annual sampling program which is mandated by the U.S. EPA. Once again, the City is well under the regulatory limits set by the EPA and is trending even better than years past.

#### **Support Services/City Clerk**

In addition to routine departmental activities such as public records requests, updating insurance information for City contracts, maintaining the City website, records management, document imaging, proclamations, assisting citizens and directing calls at City Hall, handling phone requests/repairs, providing research projects for citizens and staff; the following projects are underway or have been completed:

- Staff attended the weekly City Manager Staff Meeting

- City Clerk attended Florida Association of City Clerks Conference from October 14, 2012 to October 19, 2012
- Staff attended and provided support for the City Commission Meeting on October 16, 2012
- Agenda packet preparation and creation for the City Commission Meeting on November 7, 2012

Status of Department Projects

- Agenda Automation System
  - Project Status: On Going
  - Continued to provide one-on-one support to City staff.
  - Troubleshoot issues with vendor (resulting from update)
- Emergency Notification System (CodeRed)
  - Project Status: In Progress
  - Waiting on vendor to update customer database and geographic information.
  - Staff assisted citizens in signing up for the program.
- Mobile Phone Application (myOrmondBeach)
  - Project Status: Application available for download
  - Staff worked on reformatting contact list and other minor formatting / usability issues to provide to vendor for update.
- Records Management System Upgrade
  - Project Status: On Going
  - Waiting on selection of new Enterprise Resource System before we proceed with the Records Management System upgrade.