

City of Ormond Beach Memorandum

To: Honorable Mayor Costello and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: October 1, 2010

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, HR Director, and Finance Director.
- Weekly staff meeting with Directors
- Met with staff regarding items suggested by citizen from Meeting with the Manager
- Met with City Attorney and his staff on 1545 North US1
- Met with Assistant City Manager, HR Director and Recreation Manager on Employee Appreciation Day
- Met with Commissioner Kent, HR Director, Chief Building Official, Airport Manager, Recreation Manager and I/T Manager on Halifax Habitat for Humanity Bubba Gump Building Block event

Spoke to, attended and/or met with:

- Attended Rotary meeting
- Met with Ron Defilippo, Dorian Burt, Economic Development Director and Planning Director regarding Billy's Tap room purchase and renovation.
- Attended United Way Board of Directors meeting
- Conference call with Josh Gaboton, Marlowe & Co., on Congressman Mica's October 7th transportation symposium.
- Attended VCARD Ice Breaker
- Planning Board workshop on electronic changeable copy signs
- Conducted telephone interviews of candidates for the Team Volusia Executive Director/CEO position

City Clerk's Office

In addition to routine City Clerk activities the following projects are underway:

- Prepared packet material for the October 5, 2010, City Commission meeting.

Community Development

Planning

- On September 23, 2010, the motion for rehearing that had been filed by Senators Atwater and Cretul was denied. The Defendants filed a Notice of Appeal on September 24, 2010, regarding the Circuit's Court decision to invalidate SB 360. As a result of the Notice of Appeal, the Circuit Court's decision is tolled. Thus, SB 360 remains in effect until the appeal is concluded. Ormond Beach and its Multi-Modal Strategy which contains the TCEAs for SR40, US1 and A1A are still in play. The SSA is on the October 19th Commission meeting as a public hearing with a resolution. Advertising for the SSA will appear in the News Journal the 8th. The same night will be the First Reading & PH for an ordinance adopting the Remedial Amendments. The SSA will occur first on the agenda. A special meeting of the CC is scheduled for October 28th for Second Reading

- & Public Hearing on the ordinance approving the RA. We will have everything sent to DCA the next day via Fed-Ex.
- Planning met with Engineering and IT to review how the telephones, printers, and copiers will be reconfigured for the joint permit center. A number of individual scanners, printers, and a copier can be eliminated as a result of the consolidation.
 - The Department was notified by the Florida Green Building Council (FGBC) that Ormond Beach is eligible for the FGBC Green Local Government Designation at the **Silver** level. The first review was completed and the City has the opportunity to submit additional documentation before FGBC finalizes our score.
 - On Tuesday night, the Planning Board had its second work session on electronic message center signs. As a result of the two meetings, an ordinance will be prepared permitting EMC signs on US1 North only from either Wilmette or Nova to the Flagler County line. Parcels must be at least 3 acres or more; have 200 feet of frontage and have multiple tenants. The rest of the criteria was reviewed and agreed upon at the 1st work session in August. An article has been put in the Weekly Review to encourage public participation in the public hearing at the Planning Board scheduled for October 14, 2010.
 - The City has been a participant in the Volusia County Local Mitigation Strategy (LMS) initiative since 1998. The LMS was created and adopted in order to more effectively plan disaster related responses and provide mitigation initiatives designed to reduce flooding problems and/or to protect people and property when flooding does occur. To continue participation in the NFIP and fulfill the Community Rating System (CRS) criteria, an annual progress report on the status of the project implementation is required. The LMS initiatives specific to the City of Ormond Beach are as follows:

VOL-0151 - Purchase hurricane shutters and generator power for the Performing Arts Center - **Completed**

VOL-0194 – Purchase 30 emergency radios for use during emergencies – **Completed**

VOL-0400 – Elevate Gordon Whitley residence located at 350 Cumberland Avenue - **In Progress - Estimated completion date is middle to late November 2010.**

VOL-0325R – Hand Ave/Laurel Creek Pump Station Generator & Central Park Pond Interconnects - interconnection of the lakes of Central Park to provide large scale drainage relief to the basin area that is subject to flooding during large storm events - **In Progress**

VOL-0328 – Hand Avenue roadway & drainage improvements - Elevate Hand Avenue and construct roadway and drainage improvements from Laurel Creek to east of Thompson Creek to reduce the flooding frequency of Hand Avenue - **In Progress**

VOL-0387 – Thompson Creek Stormwater Improvement - **In Progress**

VOL-0050 – Drainage improvements to areas of “Old Ormond” (mainland) - **In Progress**

VOL-0353 – Hand Avenue/Lake Park Circle Flood Control Improvements – Purchase additional property to construct a control structure and pipe which will interconnect existing stormwater ponds that will discharge into Laurel Creek. The discharge to Laurel Creek will occur through a control - structure connection, which has been authorized and funded under LMS Initiative VOL-0325R, Hand Ave/Laurel Creek Pump Station Generator and Central Park Pond Interconnects - **In Progress**

The City has progressively achieved or is continuously striving to achieve each of the City's mitigation initiatives. An electronic copy of the Countywide 2010 Plan Update is available for review at the County of Volusia website:

http://www.volusia.org/emergency/VOLUSIA_LMS_2010.pdf

Building Inspections, Permitting & Licensing

- 65 permits issued with a valuation of \$340,903.00
- 218 inspections performed.
- 14 business tax receipts issued.

Development Services

- The Department received its response from Tomoka Holdings regarding the SPRC review of its initial PMUD application submittal. Staff is currently reviewing their response.

Economic Development

Ormond Crossings

- Staff met with Tomoka Holdings' engineers to discuss design standards for the Commerce Park and Town Center.
- Staff continues reviewing and working with Tomoka Holdings regarding the Planned Mixed Use Development plans, which includes procedures for the zoning and platting of the property.
- Staff submitted an application to the Florida Planning and Zoning Association Surfcoast Chapter for Ormond Crossings as the Outstanding Master Plan Project of 2010. The selection process will be completed in November and the award dinner will be held on December 10 at the River Grille Restaurant in Ormond Beach.

Airport Business Park

- Staff has installed the directory sign at the entrance to Sunshine Boulevard. Staff worked closely with a representative group of business owners from the park in the design and placement of this address map. The two monument signs that will replace the old wooden signs are under construction and will be installed at the entrance of Sunshine Boulevard in October.
- Staff met with the CEO of Pace Analytical regarding their planned 8,000 square foot addition to their facility in the Airport Business Park, which will accommodate an increase in employment. Pace Analytical acquired Elab Corporation in 2008. The site plan is being finalized. Staff is working with County Economic Development and Center for Business Excellence representatives to determine their eligibility and level of economic development incentives. The company is currently evaluating the available incentives.
- Staff met with Guardian Pharmacy, located at 9 East Tower Circle, to discuss their proposed expansion to 10 Aviator Way. The relocation would more than double the size of the facility from 5,400 square feet to 12,000 square feet and increase the work force from 35 to 40. Guardian provides medical supplies to group home institutions in Volusia County.
- Staff met with the management of Emergency Communication Networks (ECN), a high technology company in the Business Park, to finalize plans for constructing a conduit and fiber cable between their current facility, located at 7 Sunshine Boulevard and 1 Sunshine Boulevard, which ECN has under agreement to purchase and expand their business and create approximately 20 new high wage jobs. Staff expects to process a plan and application for the project.

Ormond Beach Chamber

- Several subcommittees are to be established with specific tasks to provide marketing related strategies for the Economic Prosperity Committee. A Business Recruitment Team

will be established that will work with City Economic Development staff to provide possible industrial and commercial business contacts and act as business ambassadors for visiting prospects.

- Mary Rhodes has resigned her position as Executive Director and staff is working with the interim Executive Director, Tony Capozzi.

Prospective Business Attraction/Retention/Expansion

- Staff participated with the surrounding community economic development practitioners on weekly conference calls with the Team Volusia Economic Development Corporation (TVEDC), and County staff to discuss potential business opportunities.
- Staff continues the business visitation program with manufacturers in the city to discuss their economic outlook and any assistance/resources they may need to increase capital investment and/or retain/grow their employment levels.
- Staff assisted Energizer in receiving a grant next week of approximately \$30,000 from the Center for Business Excellence for employee training programs. The training is part of the company's commitment to improving and growing the Ormond Beach plant. Staff continues to work closely with Energizer management on a number of other site and transportation matters.

Special Economic Development Projects

- Team Volusia Economic Development Corporation (TVEDC) is conducting interviews of CEO candidates and reviewing sites for a new headquarters. A business plan is also being prepared for the County Council. Staff was elected by the economic development practitioners throughout Volusia County to represent them on the TVEDC Board of Directors and a meeting with the practitioners is scheduled for October 6th.
- Staff met with Executive Director Maggie Sacks to discuss the Main Street Economic Restructuring Committee meeting. The Committee is reviewing economic development initiatives such as Brownfield's designation, development incentives, and business attraction strategies.

Airport Operation and Development

- Technicians from Advanced Cabling Solutions, Inc. completed work to run a new fiber link from Hull Road to the ATC tower.
- Advanced Cabling Solutions, Inc. submitted a final proposal this week for the installation of surveillance cameras at the airport. Staff will submit the proposal and associated contract to the City Attorney for review.
- Staff inquired of FDOT this week to determine if certain repairs and upgrades to the ATC tower intercom and remote access systems may be performed under the 100% funding grant currently affording security upgrades at the airport. A technician from Wolen, LLC affected some repairs last week to remotely-controlled electric locking systems at the ATC tower recently damaged by lightning. While making these repairs, it was determined that the intercom box at the outer fence gate must be replaced. Ideally, this unit should be replaced with one similar to the intercom box at the access door to the tower, which includes a camera.
- The City has elected to create an easement over a portion of drain pipe that bisects the Sunrise Aviation fuel farm leasehold area in order to provide for future maintenance of the pipe. A photocopy of the easement has been provided to Sunrise Aviation for review and discussion with their engineers. Sunrise Aviation has requested that the City take no further action regarding the easement, pending completion of the aforementioned review. Staff inquired of Sunrise Aviation this week, in an effort to determine the status of their review of the proposed easement.
- Staff compiled and submitted a comprehensive nomination package for the Florida Airports Council (FAC) 2010 Noise Abatement Award. The purpose of the award is to

recognize FAC member airports for promoting, implementing, or undertaking noise abatement projects and programs having a positive effect on the airport and the nearby communities. The award will be presented in early November at the 2010 FAC Environmental, Noise Abatement and Community Affairs Conference in Lake Buena Vista, Florida.

- Traffic at the airport continues to be lower than previous years. Total operations this year are currently 26% below those for last year, a reduction of approximately 27,000 operations.

Finance/Budget/Utility Billing Services

On-going Projects

- Preparation for fiscal year end and annual audit.
- Finalized self audit of payroll taxes. Additional assessment is \$27,700.

Completed Projects - Weekly

- Processed 34 Journal Entry Batches (# 5119 – 5208, # 3).
- Approved 13 Purchase Requisitions totaling \$39,632.64.
- Issued 17 Purchase Orders totaling \$48,017.02.
- Prepared 112 Accounts Payable checks totaling \$155,088.72 and 23 Accounts Payable EFT payments totaling \$55,001.68.
- Prepared 70 Payroll checks totaling \$56,606.97 and 316 Direct Deposits totaling \$432,002.59.
- Transferred IRS 941 payment of \$174516.97.
- Processed 3,398 cash receipts totaling \$593,279.54.
- Processed 921 utility bill payments through ACH totaling \$52,452.42.
- Processed and issued 5,061 utility bills with billed consumption of water of 20,975k.
- Issued 435 past due notices on utility accounts.

- Public Information

Press Releases

- Electronic Message Center Signs Public Hearing (10/14)

Other

- Citizen Contacts
- Media Contacts
- Completed October Employee Newsletter

Grants

- Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, and closeouts.

Fire Department

Weekly Statistics

2	Fire
5	Fire Alarms
2	Hazardous
52	EMS
11	Motor Vehicle Accidents
26	Public Assists

98 TOTAL CALLS

Medical Call Type

3	Assault	1	Pedestrian Accident
1	Blood Pressure	1	Psychiatric Problems
9	Breathing Problems	1	Sick Person

2	Chest Pain	12	Traffic Accident
2	Convulsions/Seizure	2	Traumatic Injury
3	Fall Victim	6	Unconscious/Fainting
1	Overdose	2	Unknown Medical

46 TOTAL EMS PATIENTS TREATED

- Aid provided to other agencies: **19 calls – Volusia County**
- Aid received from other agencies: **1 call – Volusia County**
- Total staff hours provided to other agencies: **15 hours**
- Total staff hours received from other agencies: **6 hours**
- # of personnel sent with EVAC to assist with patient care during hospital transport: **1**
- # of overlapping calls: **17**

Significant Incidents

Date: Wednesday, September 22nd

Type of Call: Motor Vehicle Accident

Address: I95, Mile Marker 269

Dispatch Time: 7:41 PM

Cleared Time: 8:23 PM

Jurisdiction: Volusia County

Units on Scene: Ormond Beach: Rescue Engine 94 & Battalion 90. Volusia County: 2 Units. EVAC & Florida Highway Patrol

Incident Description: Provided automatic aid to Volusia County for a 2 vehicle accident with road blockage in the northbound lane of I95. Both vehicles were small compact cars. All passengers were able to climb out of their vehicles. Debris and vehicle hazards were removed from the roadway. One patient treated on scene and another patient transported to the hospital.

Operations

- Continued flu shot program at Station 91 with 37 vaccines administered this week with an overall total of 180.
- Conducted fire/technical training at the old Ormond Memorial Hospital on Sterthaus Dr.
- Met with Emergency Communications Center supervisors regarding the implementation of new enhanced dispatch equipment and software, including new software for the mobile data terminals.
- Attended Volusia County Fire Chief's Association meeting.
- Attended pumper apparatus committee meeting.

Training Hours

11	Preplanning
97	Search & Rescue
3	Tactics

111 TOTAL STAFF HOURS

Activities

- Inspected 74 hydrants and placed street reflective markers as needed
- Conducted 2 fire inspections
- Updated 20 pre-fire plans
- Visited 9 homes for smoke detector checks
- Station 93 Tour – Riverbend Academy / 20 children
- Participated in Public Education Event - Safety Day at Lowes

Human Resources

Staffing Update

Job Requisitions

- Fire Department – Office Manager

Approved/Active Recruitment

- Police Dept - Community Service Officer
- Fire Department – Firefighter/EMT

Screening/Interviews Scheduled

- Police Department – Police Officer (3) – Interviews scheduled for October 7th and 8th.
- Police Department – Evidence/Crime Scene Technician, 40 applications received. Interviews are being scheduled for October 12th and October 13th.
- Leisure Services/Recreation – PT Recreation Leader (Nova Community Center) - Interviews have been scheduled.
- Public Works/Stormwater – Maintenance Worker IV (in house) 3 internal applicants applied; interviews have been scheduled.

Job Offers

- Leisure Services/Community Events – PT Community Events Technician – effective September 28, 2010.

Terminations/Resignations/Retirements

- Leisure Services/Sports – PT Athletic Coordinator – employee resigned effective September 13, 2010.

Public Records Requests

- Copies of employment applications of three current employees requested by citizen
- Copies of employment records for former employee requested by Bell & Roper, P.A.

Employee/City Benefits Program Update

- Six (6) Open Enrollment Meetings were held during the week of Sept. 13th with representatives from Florida Health Care, Humana, The Hartford and Brown and Brown conducting educational presentations for employees. Employees were assisted in making changes to insurance and enrolling or re-enrolling in the Flexible Spending Accounts.

City Events/Employee Relations Update

- The City Heart Walk team held a pancake breakfast on Friday, September 17th in the “Heartwalk Diner” (aka the Training Room). The team is planning a Poker Run scheduled for October 2 – look for announcements and/or call HR for more information. The total raised to date towards the team’s goal of \$3,100 is \$2,826. At this rate, it appears that we will not only meet our fundraising goal but it EXCEED it. Go Team! The official walk was held yesterday at 5:00 pm.
- Employee Health Risk Assessments to be conducted by FHCP on October 15th at Nova Community Center.
- Employee Health Fair is scheduled October 15th at the Nova Community Center.
- Employee Appreciation Day will be celebrated during Florida City Government week on October 20th.

Pay & Classification Plan

- Preparing reclassification information for the Human Resources Board on changes to the Pay and Classification Plan for adding the positions of Permit Manager for Joint Permit Center and Police Lieutenant.

Risk Management Projects

- Designing a centralized insurance review process for all purchases. Planning to release an updated 'flow chart' in October.
- Arranging substance abuse training for employees/supervisors; waiting for a reply from the Stewart-Marchman Foundation. The EAP and FHCP do not offer training.

Information Technology (IT)

- Work Plan Projects
 - Hardened Data Center – Project completed.
 - Server Virtualization – Implementation planning: modeling current environment
 - Document Imaging – City Clerk project – Preparation for RFP
 - iSeries system (HTE Sungard Naviline) - 4hr downtime due to power outage and generator failure.
 - Windows Servers: - 4hr downtime due to power outage and generator failure.
 - Networking System: - 4hr downtime due to power outage and generator failure.
 - Work Orders: - 67 New work - 69 completed - 28 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	47,072	Inbound E-Mails Blocked	38,160
Delivered Inbound E-Mails	8,799	Quarantined Messages	113
Percentage Good Email	18.7%	Virus E-Mails Blocked	55

- Notable Events: Power outage and generator failure at the Wastewater Plant including the Hardened Data Center resulted in all systems shutting down at 3:15 pm last Thursday. Fleet and Public Works worked to fix the generator very quickly. IT staff began restarting the servers and data services restoring all services by 7:00 pm. A third level of power redundancy to the HDC is being investigated. A firewall failure last Friday morning caused all Police Patrol units to use the backup Volusia County VPN for dispatch and records until the issue was corrected Monday afternoon.

- Geographical Information Systems (GIS)

- Addressing Additions: 3 Changes: 1 Corrections: 0
- Map/Information Requests: 13
- Information Requests from External Organizations: 1
- CIP Related Projects (pavement management, project tracking map): 0
- Notable Events: None.

Leisure Services

Administration

- Supervisory staff meeting held
- Attended Public Works staff meeting
- Attended City Manager meeting
- Registration office improvements 95% complete
- Attended LS Administrative staff meeting
- Met with MainStreet Events Committee to discuss plans for RiverFest
- Hosted Programming Staff Meeting
- Met with Risk Manager to finalize plans for the upcoming Heart Walk Fundraiser Poker Run

- Attended opening day of flag football
- Attended Volley Ball
- Attended SPARC Luau at Nova Community Center
- Met with representative from the Chamber to discuss the upcoming candidates forum
- Attended the opening day of recreational soccer
- Met with COA Senior Center Staff
- Met with Employee Appreciation Day committee
- Met with Engineering to discuss the Green Certification projects
- Met with staff to discuss the progress of South Ormond project
- Attended Pop Warner home games

Athletics

- Luis Camacho is once again renting the Soccer Fields for his Sunday 11 v 11 Adult league. They play each Sunday at 10am. The 6-a-side league also continued this Monday, playing at 6pm.
- The City's Adult Coed Softball Program, in its 18th year, continued its 2nd half game season this week, with 14 teams competing. The 2nd half has been divided into 3 divisions, based on the teams' level of play which allows everyone to play at their own level. Games are played at Softball Field #7.
- The OBYBSA recreational and competitive teams continued their games this week at the Nova Fields, as well as the Dale Buttleman Softball Quad. Games will run through the end of October.
- OBSC Competitive Games have begun and will be played each weekend, some at the Sports Complex, and some on the road. This will continue through the month of May.
- OBSC Recreational Soccer opened up its game season this Saturday, with a full slate of games on 9 of the 10 fields. Games ran from 8am to 1pm.
- City's Youth Flag Football Program began its game season this week at Softball Quad #3, as well as the Kiwanis Field. Three (3) divisions have a total of 23 teams, with over 200 participants. This is the largest Flag Football Program since Pop Warner came to town over 10 years ago. Games will continue through Mid-November.
- The City's Men's Fall Softball League continued its regular season this week, with games on Monday – Friday night. Eight (8) teams are competing, with games at the Softball Quad, or Softball Field #7. The season will run through November.
- City's Annual Youth Coed Fall Volleyball League continued this week, with practices on Tuesday and Thursday night at Nova Gym, from 6-8pm. This program will run for 9 weeks, with games beginning in October.
- CCA Football had their 4th home game of the season this Friday night at 7pm. There are currently 3 Home Games left, with possible additional Playoff Games.
- Seabreeze High School JV Football played a home game at the Ormond Beach Sports Complex on Thursday night, 6pm, Field #7.
- Upcoming Activities: City's Girl's Basketball Program, City's Basketball Training League, OBYBA Boy's Basketball Program, Men's Winter Softball League

Athletic Field Maintenance

- Mowed Baseball Fields #1 - #4, three times a week
- Mowed common areas.
- Mowed South Ormond outfield, prepped infield.
- Went to South Ormond Rec. to clean tennis and basketball courts.
- Went to Osceola Elementary to prep softball fields. Also to clean tennis, basketball, and handball courts.
- Mowed infields and outfields at Nova Park.
- Cleaned Skateboard Park.
- Cleaned tennis and handball courts.
- Mowed softball #1 - #4 and co-ed fields.

- Picked-up and dropped off equipment to Fleet on a daily basis.
- Made fuel runs for equipment.
- Cleaned restroom, offices and lunch area of Maintenance Building.
- Mowed soccer fields #1 - #10, twice a week
- Mowed the right of way along Harmony Road that leads to the entrance of the Airport complex.
- Painted foul lines and prepared baseball fields daily for competitive teams practice and games.
- Prepared 2 fields for the fall high school baseball season.
- Started going through all irrigation for the fall season.
- Cleaned up after daily use of the soccer fields.
- Prepped softball fields #1- #4 for Lady Renegade's competitive club practice.
- Put out garbage cans and player benches on soccer fields.
- Painted the full size soccer field for men's league
- Painted 2 fields for adult 6-A side soccer.
- Painted 19 soccer fields for the beginning of the fall recreation soccer league.
- Began the fall season of adult co-ed and men's softball.
- Painted the football field and prepared it for Thursday's Seabreeze J.V. game, and Friday's CCA varsity game.
- Repainted 2 fields for the recreation flag-football.
- Prepped the fields at Osceola for their t-ball teams.
- Still working on the finishing touches at the South Ormond Park field.
- Sprayed baseball and softball fields for weed and insect control.
- Fertilized football field.
- Redid batting cages and wind screens at Nova Park.

Senior Center

- Granada Squares Dance, Tuesday
- Tomoka Duplicate Bridge, Tuesday, Saturday
- Daytona Community Church, Thursday
- Square Dance, Friday
- Chinmaya Church, Sunday

Performing Arts Center

- Staff prepared for the performances of the Fab Follies (Saturday, Sunday)
- The Performing Arts Center is preparing to host the following events:
 - Fab Follies, Saturday, October 2nd, 3pm - \$18
 - Fab Follies, Sunday, October 3rd, 3pm - \$18
- The PAC hosted the following classes during the week as part of its regular operations.
 - Monday – Hawaiian Dance, Show Club Open Dance, Kopy Kats Skits, CMT
 - Tuesday – Theatre Workshop, Theatre Workshop Dance, Seaside Singers, Webb Jazz and Tap, CMT Dance, CMT Jazz and Tap
 - Wednesday - Show Club Skits, Upbeats choral, Devito Dance, Kopy Kats Skits, Webb Jazz and Tap
 - Thursday – Devito Dance, Show Club Chorus, Theatre Workshop, Kopy Kats, CMT Dance
 - Friday – Theatre Workshop, Green Dance, CMT

South Ormond Neighborhood Center

- Rental of pavilion Saturday 10am - 1pm and 2pm - 5pm
- Splash Pad open 10am-7:15pm
- United Hands meeting Monday 6pm
- Gym renovation in progress
- Ball field improvements progress, punch list

- Weight room open daily, Center hours
- Building will be closed until Monday October 4th

Community Events

- Attended staff meeting
- Weekly administrative tasks and office work
- Continued working on Employee Health Fair tasks
 - List of sponsors and donations
 - Updated flyer with activities and vendors
 - Created banners for entrance and throughout areas
 - Designed bulletin board for upcoming health fair
- Continued planning for fall events
- Attended events meeting
- Parade Committee
 - Final preparations of parade application and mail out
 - Final website application now available
 - Update flyer
- Attended Senior Games event managers' meeting
 - Assisting with Senior Games registration
 - Advertising and promotions of games
 - Assisting with planning of kick-off celebration"
- Attended City Santa's rummage sale meeting
 - developed floor plan for event
 - assisting with additional activities
- Attended Veteran's Day committee meeting
 - Developing program for event

Gymnastics

- The Gymnastics Center has been closed during the month of September for renovations.
- New ceiling is complete
- Gym floor mats placed back down
- Staff worked on setting up equipment, painting, and cleaning, in preparation for re-opening the gymnasium for October 1st classes.

Nova Community Center and Special Populations

- Nova conducted regular adult classes in jazzercise, "take off pounds sensibly" (TOPS) and Yoga.
- FitGyms conducted their personal training, tennis lessons and FitMoms.
- 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, the game room and the exercise room.
- Nova Community Center continued fall programs including the Phonics Game, the Activity Class and Miss Debby's Dance Classes.
- Planning and preparation continued for fall events for the Special Populations Division including confirming volunteers and vendors.
- Challenger Soccer continued on Tuesday at the Ormond Beach Sports Complex for the Special Populations Division participants.
- Youth Coed Volleyball was on Tuesday and Wednesday in the Nova Community Center gymnasium through the Athletics Division.
- Began interviewing for Nova Community Center part-time Recreation Leader position.

The Casements

- Tours continued this week from 10:00am to 4:00pm daily.
- The Casements Camera Club 30th Annual Show Gallery strike on Monday.
- The Ormond Beach Art Guild Fall Show art hanging, Wednesday 10:00am to 4:00pm.
- Yoga on Tuesday morning from 10:00am-11:30am and Thursday evening from 6:30pm-8:00pm.
- Tai Chi Classes on Wednesday evening from 7:00pm to 9:00pm.
- Zumba Classes continued this week on Tuesday and Thursday evenings from 6:00pm to 7:00pm.
- Pilates Classes continued Tuesday and Thursday afternoons from 3:30pm to 4:30pm and Wednesday and Friday mornings from 8:30am to 9:30am.
- The Casements Guild Crafters met this Thursday from 12:30pm to 3:00pm and continued working on crafts for the annual Gala in December.
- New Guild member training, Wednesday 10:00 a.m. to noon.
- Staff assisted with the weekly Farmers' Market on Thursday from 8:00am to 1:00pm.
- Casements staff met with Larry Beck, a local artist to discuss an upcoming art exhibit at The Casements.
- Casements staff met with Becky Weedo in the Planning Department to discuss upcoming "Green" workshops and camp presentations.
- Movie preview on Tuesday for upcoming "Movies on the Halifax"
- Staff worked this week on illuminating the front of The Casements for Movie Night ~ special effects!!
- "Movies on The Halifax", Friday night 7:30pm, FREE "Monster House"

Building Maintenance

- Repaired vandalism and removed graffiti from gazebo at Joyce Ebbets pier
- Repaired lights at Nova Community Center
- Removed cubicles at the P.A.C. for registration office remodel
- Built walls for concession and removed old plumbing fixtures at baseball
- Repaired door at The Casements
- Poured concrete for flag pole base at the Pop Warner fields
- Hung bulletin board and pictures in the N.I.D. offices at the Police Dept.
- Replaced the pump for lift station at Central Park 2
- Installed signs at the skateboard park
- Relocated signs at the Nova Community Center
- Conducted yearly fire inspections at the Police Dept. and City Hall
- Repaired the rollup bay door in the Utilities Dept. at Public Works
- Ran electric and data cables for the registration office at the P.A.C.
- Installed new dimmers for lighting at the Senior Center

Parks and Irrigation

- Installed new battery in timer in Nova Rd. median. Ran zone. Replaced 3 nozzles.
- Replaced 2 broken spray heads in N. Granada median.
- Replaced 1 damaged rotor at Nova Rec.
- Replaced 3 damaged spray heads at Nova Skate Park. Changed out 4 nozzles. Reset timer.
- Reset days on all W. Granada timers. Reset timer run times at Fortunato Park.
- Dug up and repaired zone line break on W. Granada median #10.
- Dug up and repaired broken water feed line at Magnolia/Valencia median.
- Hauled rocks over to Fortunato Park, spread around run off drain to prevent erosion.
- Ran zones at Ormond Elementary parking lot. Replaced 3 heads, flushed system. Installed 10 new nozzles.
- Ran zones at American Legion, replaced 4 heads and nozzles

Police Department

Administrative Services

- Property and Evidence Room audit and inventory continuing.
- Attended FBINA fall meeting.
- FBI National Academy application submitted for Sgt. Hayes to attend in spring of 2011.
- Graduated Volunteer Parking Enforcement training class.
- Meeting with VCSO Property & Evidence Technician.

Community Outreach

- Members of the Youth Leadership Group participated in the International Coastal Cleanup
- OBPAL staff continued to contact sponsors and door prize donors to support the annual golf tournament. The tournament, Golfing for Youth, will be held at Riverbend Golf Course on November 13th.
- Participant applications for Science on Patrol at Ormond Beach Elementary School were distributed to youths in the 5th grade.
- Tutors R Us applications were distributed to youths interested in the program.
- YDC members attended a meeting to review up coming community service projects.

Community Services & Animal Control

- Animal calls responded to: 4
- Animal Bites: 1
- Animal Reports: 7
- Animals to FHS: 4
- Dogs Reclaimed: 0
- TNR: 0
- Alarm Citations: 1
- Wildlife to Tomoka Vet: 1
- Low cost Shot Clinic held at Police Station on 9-25-10

Criminal Investigations

- Cases Assigned: 32
- Cases Cleared by Arrest/Complaint Affidavit: 10
- Cases Exceptionally Cleared: 10
- Inactive: 23
- Fraud: 5
- Burglary Business: 1
- Burglary Residential: 9
- Larceny Car break: 6
- Grand Theft: 7
- Auto Theft: 4

Comments

- A subject has been identified as being involved in several air conditioner/copper thefts in our city and in the county area. Investigators are working on possible theft charges.
- Suspicious death investigation on Ramsey Terrace. After a detailed investigation it has been determined that no foul play caused the death of a 45 year-old female at the residence. Investigators are awaiting the toxicology results to determine the exact cause of death.
- A white adult male and female were arrested several weeks ago by investigators for daytime kick-in residential burglaries. The adult male has bonded out of jail and has committed another residential burglary on N. Beach St. The property has been recovered and investigators are attempting to locate the subject's whereabouts.

Crime Trends

- Copper thefts continue throughout Ormond and Volusia County. It appears that there are numerous culprits committing these acts. Several arrests have been made and more are expected.

Records

- Walk - Ins / Window 178
- Phone Calls 260
- Arrest / NTA'S 22
- Citations Issued 126
- Citations Entered 125
- Reports Generated 121
- Reports Entered 127
- Mail / Faxes / Request 97

Operations

- 9/24/10 – Stolen Vehicle - Santa Fe - 2001 Dodge 1500 pickup- burgundy in color
- 9/24/10 - Car Break - Arroyo Parkway, weapon stolen from trunk
- 9-24-10 - Burglary residence- Shadow Creek Way - vacant home
- 9-25-10 - Stolen Vehicle -2004 Chrysler, cv, grey in color -Vehicle recovered
- 9-26-10 - Myers Act – Center St.
- 9-26-10 - Burglary Residence –Timberline Trail. Ivory oriental statue stolen
- 9-26-10 - Burglary Residence – Arabian Trail – side garage door left unsecured - cash & jewelry taken.
- 9-26-10 - Myers Act Tomoka Ave Adult Male
- 9-26-10 - VCSO Deputies were in an officer involved shooting at Wal Mart – W Granada Blvd; trying to take a murder suspect into custody who would not comply. A shot was fired, but nobody was injured and the suspect was taken into custody. No Ormond Officers involved.
- 9/26/10 - Breaking & Entering - Northbrook Dr; garage left open overnight; garage door opener taken out of the unlocked car that was in the garage. The victim's mailbox was also pulled out of the ground and left in the front yard.
- 9/26/10 - Larceny - Division Ave - Up to a 2-week time lapse - 2 weapons taken
- 9-26-10 - DV arrest – Tomoka Ave – Adult male charged with battery on girlfriend
- 9-27-10 - Assault & Battery – OBMS – juveniles fighting
- 9-27-10 - Car Break -Vanderbilt Dr- occurred overnight; cash taken
- 9/28/10 - Strong Armed Robbery Attempt – Hess Station -SR 40.
- 9/28/10 - Baker Act –adult male - Pine St.
- 9/28/10 - Breaking & Entering - occupied residence - Fiesta Dr. Adult male and adult female arrested.
- 9/29/10 - Stolen Vehicle – motorcycle - Shadow Lakes Blvd, 1991 Yamaha mc, black in color
- 9/29/10 - Probation & Parole violation - adult male transported to VCBJ
- 9/29/10 - Car Break burglaries – three (3) on Stratford Pl. Adult male arrested
- 9/29/10 - Larceny –shoplifting from Wal-Mart

Traffic Unit

- 10-09-00508: Hit & Run into a House – 56 Hernandez Avenue: Unknown driver of a green Jeep Cherokee backed through the front wall at the above address, causing extensive structural damage. The vehicle then fled the area on Beach Street.
- 10-09-00512: Hit and Run – 500 BLK S. Atlantic Avenue: Southbound vehicle ran up onto a curb and destroyed a bus stop bench and the sign marking it. It was last seen leaving the area, continuing southbound.

- 10-09-00551: Patrol Assist – 5 Ramsey Terrace: Motor units assisted Patrol and CID with search and security perimeter at the crime scene of a suspicious death case.
- 10-09-00556: Rollover Crash – E. Lindenwood Circle / S. Lindenwood Circle: Young driver took the corner too fast and rolled his Chevy Blazer into a yard onto its side. No injuries occurred, but damage was caused to the vehicle and some landscaping.
- Enforcement of ongoing complaints of speeders on Division Avenue, Hand Avenue, and Fleming Avenue through the Central Park area.
- Officer Pavelka is working with Iyetech Software to initiate a new and improved crash reporting system. The system will be free and will also be updated with the new HSMV forms.
- Sergeant Smith and Officer Pavelka met with the Fire Department and Building Inspector to discuss the repair of fire lane signage and markings at Lowe's Home Improvement.
- Hunter's Ridge was heavily patrolled due to traffic complaints from the HOA, alleging that non-residents are cutting through the subdivision from the Airport Road extension.
- Officer Piccola contacted the president of the Tymber Crossings HOA in reference to ongoing complaints of speed and stop sign violations. Extra enforcement has been conducted and will continue.
- Sgt. Smith provided instruction to volunteers for parking enforcement.
- New Kawasaki police motorcycle has arrived! It is at Fleet Operations awaiting decals and some minor touch ups prior to deployment by Officer Sanders. Bad weather hampered traffic enforcement efforts this week.
- Variable Message Board deployed for Fire Department to advertise flu shots.
- Traffic Citations 68
- Parking Citations 0
- Crash - No Inj. 12
- Crash - Injury 2
- Crash - Fatal 0
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
 - Total Citations Issued on S.T.E.P.: 30
 - Self-Initiated Enforcement Locations:
 - 1500 BLK N. Beach Street
 - 500-800 BLK Division Avenue
 - 300-600 BLK Hand Avenue
 - 600 BLK Riverside Drive
 - SR A1A
 - Enforced Complaints:
 - Central Park area (Division, Hand, Fleming)
 - 100-500 BLK Clyde Morris Blvd.
 - 500 BLK S. Ridgewood Avenue
 - Tymber Crossings
 - Hunters Ridge
- Neighborhood Improvement
 - Weekly inspection statistics by Commissioner Zones
 - Zone 1: 1 Cases Initiated
 - Zone 2: 0 Cases initiated
 - Zone 3: 2 Cases initiated
 - Zone 4: 2 Cases initiated
 - 29 tree removal permit requests
 - 14 signs either removed or sign cases created.
 - Administrative staff assisted with seventy-nine (79) telephonic inquiries

Public Works

Engineering

- Wastewater Treatment Plant Expansion– A deductive change order will be presented to the City Commission on October 5th regarding the outcome of the value engineering process. The contractor has requested permission for utilizing the grassed area in front of the WWTP for parking. The contractor proposes to install a screened fence to block the view of the parking. Staff is reviewing their request. Upon completion of the project the contractor will be required to landscape the front area.
- US1 Forcemain Extension Phase II- Sodding of the embankment was completed. Roadway repairs are complete except for top asphalt friction coarse. FDOT has reviewed watermain bridge attachment modifications pending further analysis for permitting.
- Rima Ridge Wells 54, 55 & 56- Wells 54, 55 and 56 have been developed. Well 54 has been step down tested.
- Water Treatment Plant Dist. System Phase II- Project has been re-awarded; contracts are being prepared for Hazen Construction.
- Oak Forest Outfall- Pipe lining of the outfall was delayed due to scheduling conflict with contractor. Contractor stated that they will clean and re-TV the pipe before proceeding.
- 2010 Roadway Resurfacing- Contracts are being executed.
- South Ormond Neighborhood and Gymnastics Centers Improvements- Final surfacing of new gym floor has begun. Ceiling installation and new roof are complete.
- South Ormond Neighborhood Center Lighting- Review pay item and extra days that the contractor has taken. Attended Substantial Completion walk thru and developed final punch list. Issued Field Change Order 1.
- SR40 Sidewalk / Trail Phase I- Submitted additional information for FDOT payment of invoice #1.
- SR40 Sidewalk / Trail Phase II- Reviewed their pay item, conducted Substantial Completion inspection and provided a punch list.
- North US1 – Landscape Renovation – The contractor completed sodding the existing planting beds and will complete the project next week by mulching the existing tree rings and remaining shrub beds.
- Sunshine Blvd Monument Signage - Structural drawings are ready to be submitted for Building Permit review. Both monument signs are currently being fabricated. Staff is preparing a planting plan for implementation after both monuments are installed.
- Nova Passive Parks- The proposed trees were tagged by staff and have been scheduled to ship to the contractor. The contractor has tentatively scheduled to begin installing of the irrigation near the end of October.
- Downtown Street Tree Replacement- The proposed trees were tagged by staff and have been scheduled to ship to the contractor. The contractor has tentatively scheduled to begin removing the Bradford Pears near the beginning of October.
- City Hall Parking Lot Repairs- The contractor will begin phase 1 of 3 on Saturday, October 2nd. Select curbing will be removed and replaced in three phases to minimize disruption of available parking.

Design Projects

- Alcazar-Buena Vista Area Drainage Improvements- Overview Exhibits were prepared for stormwater drainage improvements.
- Sanchez Avenue Stormdrain- Contractor is expected to mobilize in one week.
- Airport Road Forcemain Extension- Additional application fees and permits were submitted to FDEP. Final revisions to plans are being made, pending further comments for review.
- OBSC Boundless Playground- Staff has finalizing the design and has tentatively scheduled the bid award for the November 9th City Commission agenda.
- Hull Road & US1- Attended bid opening, prepared and submitted CC memo for award.

- Fire Station 94 Sprinklers- Prepared Bid Documents for advertisement.
- Ormond Scenic Loop- Attended opening of proposal and distribution of copies to reviewers. Reviewed project proposals and graded submittals.
- SR40- A1A to Nova Interconnect- Prepared scope and sent for proposal, corrected the LAP agreement for CC approval.
- Ridgewood Sidewalk- Responded to questions and prepared addendums.
- Granada Bridge Decorative Pole Replacement- The bid award has been scheduled for the October 19th City Commission Agenda.
- Vining Court- The project is tentatively scheduled to be advertised for competitive bids on October 3rd.
- Memorial Gardens Well Replacement- Staff will pursue extending reuse water to irrigate the gardens and fill the ponds as the existing wells have failed.
- Downtown Wayfinding Signage- The project is tentatively scheduled to be advertised for competitive bids on October 3rd.
- Downtown Utility Relocation- Staff is working to develop a scope with the project consultant.
- Stormwater Study – Staff is working with FEMA to incorporate Phase I recommendations into the existing approved HMGP grant for Hand Avenue.
- John Anderson Drive – Met with SJRWMD to discuss permitting issues.
- EVRWA Nova Canal Flood Control Study– Final report was approved by the EVRWA. This will be presented to CC for their approval.
- Hand Ave./Coolidge Avenue Roadway and Drainage Improvements- Bids for the construction of road and drainage improvements on Coolidge Avenue were received and will be presented to the City Commission for award next month. Coolidge Avenue will be constructed separately from Hand Avenue in order to get some construction on the stormwater improvements underway. Still waiting on final approval from FEMA for expanded grant request.
- Joint Permit Center – The CC approved the contract for construction at the September 21st meeting. Contracts are being processed.

Administration

- Prepared Discussion Items on Mast Arm cost for requesting them to be painted.
- Contacted FDOT on driveway permit connection for Tomoka United Methodist Church – Granada Blvd.
- Contacted FDOT on pedestrian crossing for A1A and Rockefeller.
- Developed scope of work and received proposal for Private Drainage Canal Survey.
- Prepared contracts for distribution to 49 continuing contract consultants.
- Coordinated with consultant and contractor to prepared/distribute purchase orders for owner direct purchased materials for the WW Treatment Plant Expansion project.

Customer Service

- Located trees for Neighborhood Improvement Division.

Other

- Facilitated the entrance to facilities for communication cable installation from Hull Rd. sports complex to airport tower.
- Investigated the completion of Airport Rd. connection to SR 40.
- 35 projects were inspected.
- 12 roads were surveyed for pavement distress.
- Completed the City Fiber Optic as-built to reflect the vertical depth elevations of the conduit throughout the city.
- Continued cross sectional surveys of Rosewood for sidewalk project.

- Attended GIS conference to advance current Arc Gis program skills and knowledge.

Meetings

- Attended East Volusia Traffic Safety committee.
- Met with owner regarding illegal fill and on requirements to comply at 31 Amsden.
- Met with FDEP representative regarding Nova Road landfill closure for field inspection of the landfill. Site monitoring wells will need to have some minor rehabilitation.

- **Stormwater Maintenance**

Asphalt / Concrete

- Repaired concrete around storm drain at 52 Foxcroft
- Asphalt Water Department utility cuts on Nicholas Court and 127 Bosarvey
- Leveled depression in roadway over stormwater pipe on N. Washington at New Britain
- Removed broken concrete sidewalks at Ashton Look E/O Alanwood, 23 Cambridge Trace, 76 Foxcroft Run and curb at Ashton Look & Allenwood
- Formed up Ashton Look E/O Allenwood, 23 Cambridge Trace & 76 Foxcroft Run for concrete pour
- Backfilled sidewalks in 1300 block of N. Beach Street
- Poured concrete sidewalks in (3) areas of Hunter's Ridge
- Patched broken concrete in (4) areas of Hunter's Ridge
- Cleaned catch basins citywide
- Repaired stormwater basin at 1326 Oak Forest Drive

Tree Crew

- Trimming at City yards and City Hall (including Corbin St. parking lot at school).
- Picked up trash and litter on ROW-N. Orchard (SR40 to Wilmette) and Wilmette (US1 to Nova)
- Trimming at various bus stop benches
- Trimming at Live Oak & Washington, and around flagpole at Airport Sports
- Trimming and picking up debris on Santa Fe
- Maintenance work and storm prep in Public Works yard

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
- Maintenance of various vehicles in Public Works yard
- Took equipment to Fleet (forks on front end loader and #259)
- Assisted concrete crews on N. Beach St. and at Hunter's Ridge
- ROW trimming at various locations
- Picked up road debris – DOT
- Printed work orders for daily work
- Picked up equipment at Fleet
- Picked up pile of debris at Fortunato Park
- Took concrete to Chips for recycling from Public Works Yard
- Catch basin cleaning citywide
- Removed vines from tree at Lincoln & US1
- Picked up dead deer on DOT ROW at US1 near Kickstart Bar

Sign Shop

- Checking signs in Zone NM3 for repair or replacement

- Continued fabricating a variety of street names for intersections in Zone NM3
- Fabricated signs for the new gate at Wastewater Plant entrance, "Stop – Wait for Gate to Open"
- Repaired or replaced signs at the following locations:
 - Andrews St. at the Performing Arts Center, replaced a bent post & No Parking sign hit by a vehicle
 - Nova Recreation, cleaned all the traffic signs located in the park
 - Northbrook Dr. @ Ormond Beach Middle School, reinstalled "Do Not Block Roadway" sign that was pulled out of the ground
 - Greenvale Dr. & Ormond Green Blvd., installed a new HIP (High Intensity Prismatic) street names
 - Bryan James Way & Ormond Green Blvd., installed new HIP street names
 - Bryan James Way & Greenvale Dr., installed new HIP street names
 - Ocean Pines Dr. & Pine Trail Cir., installed new HIP street names

- **Stormwater Maintenance**

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Preparation for Tropical Depression 16: sandbagger & purchased sand, topped off generators, pumps, trucks and gas and diesel cans
- Basin Cleaning – all zones with extra help from Street Department
- Painted floor twice with water sealer
- Repaired lights in office
- Removed air cleaner from 5M Lift Station to Wastewater Plant – loader, flat bed trailer
- Reachout Mowing – US1, Wilmette Ave. north to Ormond Lakes
- Picked up open throat basin for Arbor Drive in Deland

Streetsweeper - Street Sweeping

- 50.0 miles of road cleaned
- 7.0 cubic yards of debris removed (sweeper in for service most of the week)

- **Fleet**

PM Services completed for the week:

Emergency—Vehicles and Equipment

16

Non-Emergency Vehicles and Equipment

16

Road Calls for the week:

5

Accidents for the week:

1=#366 Waste Water Treatment

Fuel on hand (central fueling station at fleet operations):

Diesel

6,430 gals.

Gas

11,334 gals.

Comments:

- The closure of financial accounting records for fiscal year 09-10 is under way.
- Finance conducted their annual inventory audit for all parts.

- **Utilities Division**

- Preparing a response package to the request for additional information (RIA) correspondence received from the SJRWMD review of the City's Consumptive Use Permit (CUP) Compliance Report submittal. Modifications to population projections and service area map illustrations have been requested. Time extension granted to submit the information.
- Water Plant 4 Log Virus Inactivation – Preparing a response to the request for additional information received from Volusia County Health Department.
- Annual Chemical Bid – Innovative Solutions performed jar testing of the polymer that was bid for dewatering biosolids at the wastewater plant. The product was determined to be effective. Purchase Orders are being prepared for the upcoming fiscal year chemicals.
- Cross Connection Control (CCC) Program Management Services: Awaiting feedback for submittal to VCHD requested survey of demographic information concerning City's CCC program. Address inactive account procedures regarding this program with Building Dept.
- Fire Hydrant Replacement Program – A pre-construction meeting will be scheduled on the week of October 11th.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Staff will prepare Change Order #2 upon successful results of installation of the modified impeller bolts to demonstrate that ragging at the influent pump station is reduced or eliminated. Pump #1 and Pump #2 continue to show intermittent clogging due to rags. The pump wet well will be examined to determine if rags are floating inside and not being pumped into the plant. Changes in the operating levels of the pumps may be required if a significant number of rags are found. Questions on centrifuge operation have been solicited from staff before the training is obtained. Further training on the centrifuges will be scheduled.
- Gravity Sewer Pipeline Repair – The vendor visited the site and investigated the problem manholes that were previously identified in Altair's manhole investigation report. Manholes were ranked from highest infiltration flows to the lowest to optimize reduction of infiltration when the repairs are accomplished. Seventy manholes can be rehabilitated for the \$200,000 budget. Original contracts were prepared for Chaz Environmental Services as shown on the pricing transmittal used for developing the piggyback bid award. The contract is being changed to Chad Equipment Company; Inc. Submittal of the name change to the Commission will be required.
- Water Treatment Plant High Service Pump Station VFD Conversion - Additional changes are required for the record drawings.
- Lift Station Repair and Replacement Project. All of the lift stations are completed except for 6M punch list items and newly configured and expanded OM. The doors, handrail, light and ladder remain to be installed at lift station 6M. The contractor was notified about some false alarms being generated by the SCADA system. A meeting will be scheduled with the contractor to determine the project status.
- Roll Off Container Filter: The purchase order was sent to Patrick Anthony Technologies. The container filter was ordered.
- Root Control Services – Executed contract documents from the vendor were received. Worker's Comp insurance was finalized. A preconstruction meeting will be scheduled
- Town Square and Lift Station 4M1 Rehabilitation – Record drawings for the Town Square lift station were received. These will be used to prepare rehabilitation plans. The design firm for Northbrook Subdivision will be contacted to determine if Lift Station 4M1 plans are available.
- Tymber Creek Road Phase 1 – Plans were received from Volusia County. Their design plans are at 100% completion. A comparison will be made with our existing design to make sure that there are no new conflicts present.
- Water Plant Aerator Rehabilitation – A sole source memo was prepared for review recommending that the manufacturer that provided the aerators be used to perform the rehabilitation

- SPRC – Attended the SPRC meeting to discuss the Olive Grove Site. Some utility issues need to be resolved due to the site plan redesign. A quick turn around is required for the developer to meet funding deadlines.
- Met to discuss annexation of various properties in the US 1 corridor. Provided historic water service area information to assist background preparation.
- Rima Ridge Well Construction: Attended monthly progress meeting.

Water Distribution

- Replaced 8 residential water meters, installed 3 new water services, and disconnected 1 meter from service
- Responded to 12 leaks, 4 low pressure calls, flushed 9 cloudy water complaints
- Replaced 13 water services, 9 broken meter boxes
- Tested 4 city owned backflow preventers
- Meters tested for accuracy :8"-4"-3"-3/4" - found accurate, rebuilt 2-4" inaccurate meters, scheduled 3 meter for testing
- Valve maintenance and exercising was completed on North Shore Dr, Magnolia Dr and Valencia Dr. Preemptive exercising for future shutdowns ongoing due to fire hydrant replacement project.
- Performed fire hydrant maintenance on 3, Raised 1, and replaced the hydrant body on a rusty fire hydrant on N. Beach St that was sand blasted and epoxy coated.
- Assisted Volusia County with service repairs on San Jose Dr. due to storm drain replacement
- 2" main break on Nicholas Ct., main leaking in storm drain, rerouted 2" main around storm pipe.
- Replaced two, 2" ball valves stolen from the stubbed out meter services on Interchange Blvd. and Business Center Dr.
- Prepared (wrapped in heavy plastic) all AC pipe in yard for transport to VC land fill for proper disposal
- Built new heavy duty pipe racks for future installation to hold all water and wastewater yard stock piping
- Cleaned and restocked all trucks

Water Treatment

- Delivered to the City 35.657 million gallons for the week ending September 26 (5.094 MGD)
- Backwashed 14 filters for a total of 588,000 gallons backwash water.
- Produced and hauled 81 wet tons of dewatered sludge.
- Began feeding new test corrosion inhibitor from Harcros Chemicals, setup test rack for lead and copper performance evaluation.
- Conducted hands on operator training on portable generators for high service pumps.
- Started running two R.O. skids in preparation for Claricone cleaning and repairs.

Waste Water Collection - Reuse

- Crews responded to two trouble calls out west Breakaway/Hunter's Ridge area and one in town.
- Assisted Chaz Equipment contractor with reconnaissance activities for 75 manholes selected for manhole rehab project.
- Checked pressure on 20" force main for US1 FM Project line pigging subcontractor activities.
- Attended vendor training on newly purchased gas detector, cleaned all buildings and fueled equipment for weekend.
- Crews televised 378 feet of sewer main on John Anderson Dr.

- PEP System Maintenance Activities for Period: Replaced broken tank lid at 192 Black Hickory Way. Checked system at 22 Old Bridge for homeowner – checked clean-out and pump system OK.
- Assisted Streets Division in removing old sidewalk in Hunter's Ridge subdivision as requested by HOA.
- Checked tank levels irrigation system at Breakaway and Hunter's Ridge. Tank levels are currently full due to some much needed rain.

Waste Water Treatment

- Domestic and Industrial Wastewater flow was 23.97 Million Gallons
 - Produced 22.33 Million Gallons of Reuse
 - Produced 1.64 Million Gallons of Surface Water Discharge
 - Influent flows average for the week is 3.42 MGD, plant designed for 6 MGD
 - Hauled tons of sludge 132.92 (14%-18% Solids).
 - Pretreatment Local Limit Evaluation is completed and sent to FDEP for Approval.
 - Operations support provided for contractor activities at plant site associated with Phase 1 WWTP Rehabilitation Project.
- Utilities Maintenance Division
Water Plant - Well Fields - Booster Stations
 - Repaired flow line transducer to the sand filter effluent line, installed union in line for easier access and cleaning.
 - Installed new selector switch on steam cleaner at Maintenance shop.
 - Received new concrete saw from Fleet (E-413).
 - Installed new flex coupler on discharge piping at well 35R.
 - Installed new light fixtures in Lime Slurry pump area.
 - Replaced blown fuse at Standish Booster pump station #2.
 - Replaced cooling tube line to mechanical seals at High Service pump #8.
 - Reset Granada Booster pump #2.
 - Ran LPRO and Lime softening back up generators, tested ok. Inspected system after run and submitted findings to Fleet Maintenance.
 - Performed PM's to Rima, Division, SR 40 and Hudson Well fields.
 - Performed PM's to LPRO and Lime softening plant equipment.
 - Performed Booster Stations - Reuse High Service Pumping Facility PM's.
 - Installed pressure switch at Hull Road ball field irrigation well for ball fields.

Wastewater Plant – Lift Stations – Reuse Systems

- Replaced Motor Starter for pump #2 at Towne Square liftstation.
- Pulled pumps at 5M and Town Square and removed blockage at both pumps.
- Added receptacle for Steam cleaner at Maintenance shop.
- Replaced soft starter at Breakaway Trails liftstation.
- Replaced RTU Batteries at 4M, 8M1 and 7P liftstations.
- Replaced Isolation valves at Charleston Square liftstation.
- Replaced Alum tank sight glass.
- Repaired VFD mounting bracket RAS pump #2.
- Bypassed 4P master liftstation and Danus Utilities cleaned wetwell and lines. This will allow for installation of new pump and repair of existing pumps.
- Replaced chlorine dosage meter pump.
- Truck 366 involved in accident. Technician was rear ended at corner of Granada and US1. No injuries and no damage to city vehicle.
- Installed "No Parking" sign at entrance to Harley Davidson liftstation.
- Assisted Fleet Maintenance with removal of concrete vault at back of treatment plant for Phase 2 activities.
- Assisted operations staff cleaning tele-valves on clarifiers.

- Assisted operations deragging influent pumps. (Twice)
- Assisted operations deragging recycle pumps.
- Attended weekly staff meeting
- Performed PM Service to all plant equipment.
- Deragged 4 submersible aerators.
- Monthly PM's to 12 Liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's to 4 Liftstations. Pulled pumps check/replace impellers
- Utilities Division completed 73 work orders as reported in MP2 computerized maintenance management system, of which 61 were PM work requests and 12 were repair work orders.