

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: September 30, 2011

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 and Human Resources Director
- Held staff meeting with Directors and Division Managers

Spoke to, attended and/or met with:

- Attended United Way Board meetings
- Attended County Managers meeting
- Attended State of the City Luncheon
- Attended FCCMA Conference Planning session

City Clerk's Office

In addition to routine City Clerk activities such as agenda preparation for meetings and workshops, updating insurance information for City contracts, updating website, document imaging, proclamations, legal advertisements, assisting citizens and directing calls at City Hall, handling phone requests/repairs, providing research projects for citizens and staff; the following projects are underway:

- Prepared and sent Weekly Meeting Schedule to the News-Journal for publication.
- Prepared Legal Advertisements for Opportunity Zone Designation (Brownfield Area) scheduled to go to the City Commission on November 1, 2011 and November 15, 2011.
- Meeting packet preparation for the October 4, 2011, City Commission Meeting.
- Retirement Celebration for Stephanie Molohon on September 28, 2011.
- Went to the State of the City address on September 29, 2011.

Status of Ongoing Projects

- Paperless Agenda Automation System:
 - Continued to work with vendor (NovusAgenda) to setup the system.
- Digital Records Management System:
 - Ordered Scanners for internal testing and future deployment to various City departments.
 - Visited the City of Palm Coast on September 30, 2011 to demo their OnBase Electronic Records Management System.
- Commission Chambers Audio/Visual Upgrade:
 - Ordered projectors and screens for Commission Chambers.
 - Working with the IT Division to test Wyse PocketCloud to display visuals on City Commission iPads during Meetings.
 - Coordinating with Facilities to have new electric outlet install for new projector, and have television openings patched in Commission Chambers.

Community Development

- Planning
 - Flyers went out to property owners on US1 N, Ormond Crossing, city's airport and business park announcing the 3 workshop dates for the brownfield designation.
 - The Granada Economic Opportunity Zone (brownfield) designation public hearings are scheduled before the City Commission on November 1 and 15, 2011.
 - Review of RFP# 2011-19 (Master Development and Lease of Vacant land for the SE Quadrant of the airport) is underway.

- Building Inspections, Permitting & Licensing
 - 44 permits issued with a valuation of \$424,046.00
 - 156 inspections performed.
 - 4 business tax receipts issued.

- Development Services
 - Approved a development order for a camouflage telecommunication tower @ SR 40 & Old Kings Road.
 - Preliminary application with Zev Cohen for the Andy Romano Beachfront Park.
 - Met with Todd and Randy Hendrix regarding a site plan approval solely as a business warehouse at 1025-29 S. Nova Road. Randy will file a site plan amendment to delete business warehouse so that the site plan can have other uses beyond the business warehouse. Also, Todd to provide the City a detailed list of uses (parking requirements) that they would like to do within the B5 zoning category. Once all agree on the uses based upon the actual parking demand - not code requirement, this will be used to replace the business warehouse nomenclature. The parking waiver to the Board of Adjustment will not work since the site cannot meet any of the criteria.

Economic Development

- Economic Development
 - Ormond Crossings
 - Tomoka Holdings is preparing the draft design standards, which are expected to be completed with the PMUD documents for a submittal to staff in early October.

Airport Business Park

- Staff is working with Pace Analytical to arrange a ribbon cutting event for the 8,000 square foot addition to their facility in the Airport Business Park, which will accommodate an increase in employment. The company is also renovating their existing building and would like to hold the ribbon cutting when both buildings are completed in November.
- Staff is working with a business prospect interested in leasing 6 Aviator Way, a 9,000 square foot industrial building that was recently vacated.
- Staff is marketing the vacant lots along West Tower Circle Extension to potential business prospects.
- Staff is working with an existing business on a possible plant expansion project.

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 worked with the Chamber Economic Prosperity Committee to revise and update the joint business publication "Doing Business in Ormond Beach." The document was distributed at the Chamber's annual State of the City address on September 29.
- Staff worked with the Chamber and Center for Business Excellence on the formulation of an Ormond Beach business survey, which was distributed in June to approximately 3,500 businesses that have licenses in the City. Staff met with the CBE to review the responses

and is in the process of preparing a report of the results for a presentation to the City Commission in October.

- Staff is preparing marketing material to be reviewed with the local banks to discuss lending options for business development.

Prospective Business Attraction/Retention/Expansion

- Staff participates on weekly conference calls with the Team Volusia Economic Development Corporation (TVEDC), and County staff to discuss potential business opportunities.

Special Economic Development Projects

- Staff conducted the Strategic Economic Development Plan update for community workshop on Saturday, September 17 from 8:30 am to 2 pm. The workshop was attended by approximately 30 residents that represented interests in manufacturing, small businesses, downtown, and residents from throughout the City. The recommendations generated at the workshop will be presented to the City Commission at a workshop on October 18 at 5:30 pm.
- Proposals in response to the RFP for the development of the SW Quadrant are due Monday, September 26. One proposal was submitted and the Selection Committee is scheduled to meet on October 7 to evaluate the proposal and transmit the findings to the City Commission in November.

Airport Operation and Development

- Staff worked with Hoyle, Tanner and Associates to plan the commencement of construction activity for the Taxiway Alpha Relocation and General Airfield Improvements Project. Based upon discussions with the FAA Airports District Office in Orlando, it is expected that full FAA funding for this project will be made available in January or February of 2012. A bid opening for this project (Bid 2011-25) has been conducted, and after bid tabulation it was determined that Halifax Paving of Ormond Beach was the successful bidder for this project.
- Staff worked with FDOT to prepare amended Joint Participation Agreements for the group of projects that collectively comprise the Taxiway Alpha Relocation and General Airfield Improvements Project. FAA funding for this project will reduce the maximum project share for FDOT from 80% to 2.5% of the overall project cost.
- Work continued (but is expected to be completed) this week to replace the swing gate located in FBO Area 1 with a compatible slide gate. The swing gate will be retained and installed at the air traffic control tower, allowing tower staff to park within the secure perimeter fence. Staff received bids from AAA Fence Company of Daytona Beach, Inc., Certified Electronic Systems, Inc., and Riva Fence, Inc. The most competitive bid was submitted by Riva Fence, Inc. The cost of this project will be 100% funded under the existing FDOT airport security grant.
- Staff continued work to process final bids to upgrade the pedestrian gate located next to the main vehicle gate at the airport. The new gate will feature an automatic closing mechanism and an electronic key pad for more effective controlled access to the airfield. The cost of this project will be 100% funded under the existing FDOT airport security grant.
- Installation of surveillance camera systems at the airport was completed this week. Technicians installed components in the general aviation ramp area and near the vehicle access gates. Staff is now working with the contractor to configure and optimize the system, and to setup the web-based monitoring features of the system. It is expected that all web-based features will be online by early October.
- Staff completed work to address requests for airport gate access cards in response to the new policy to discontinue access to the airport via input of an alpha-numeric code. All

alpha-numeric access codes for the main access gates (gates 9 and 13) were cancelled as of September 26, 2011.

- Staff continued to work with members of the Civil Air Patrol Florida Wing Headquarters building committee. The committee previously voted to conduct an on-site analysis of the site, and engage an architect or civil engineer to compile a preliminary site plan and cost summary. Staff has requested that a preliminary site plan be forwarded for review as soon as possible.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Preparation of interim and year-end audit.
- Completed Projects - Weekly
 - Processed 39 Journal Entry Batches (# 4942 – 5039).
 - Approved 25 Purchase Requisitions totaling \$104,578.28.
 - Issued 22 Purchase Orders totaling \$142,554.60.
 - Advertised RFQ No. 2011-29, Construction Management at Risk Services, in the News Journal and posted to DemandStar on 01925/2011.
 - Held opening for RFP No. 2011-19, Master Development of Lease of Vacant Land Located in the Southwest Quadrant of the Ormond beach municipal Airport, on 09/26/2011.
 - Held pre-submittal meeting for RFQ No. 2011-28, SR5A Nova Road Audible Pedestrian Signals at Granada Blvd, Woodlands Blvd and Division Ave, on 0928/2011.
 - Prepared 168 Accounts Payable checks totaling \$584,440.93 and 31 Accounts Payable EFT payments totaling \$391,285.32.
 - Prepared 43 Payroll checks totaling \$42,458.51 and 315 Direct Deposits totaling \$380,412.60.
 - Transferred IRS 941 payment of \$138,372.79.
 - Processed 3,554 cash receipts totaling \$578,755.12.
 - Processed 414 utility bill payments through ACH totaling \$55,360.33.
 - Processed and issued 7,294 utility bills with billed consumption of water of 31,138k.
 - Issued 357 past due notices on utility accounts.
- Public Information
 - Citizen Contacts
 - Media Contacts
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

Weekly Statistics

- Fires: 2
- Fire Alarms: 2
- Hazardous: 4
- EMS: 68
- Motor Vehicle Accidents: 6
- Public Assists: 33

TOTAL CALLS: 115

- Aid provided to other agencies: 11 calls – Volusia County (7), Daytona Beach (4)

- Aid received from other agencies: 0 calls
- Total staff hours provided to other agencies: 8 hours
- Total staff hours received from other agencies: 0 hours
- # of personnel sent with EVAC to assist with patient care during hospital transport: 2
- # of overlapping calls: 21

Medical Call Type

- Abdominal Pain: 3
 - Assault: 1
 - Blood Pressure: 1
 - Breathing Problem: 6
 - Chest Pain: 8
 - Convulsions: 1
 - Diabetic: 2
 - DOA: 1
 - Fall Victim: 6
 - Gynecological: 1
 - Pregnancy: 2
 - Sick Person: 1
 - Stroke: 1
 - Traffic Accident: 3
 - Traumatic Injury: 2
 - Unconscious: 1
 - Unknown Medical: 9
- TOTAL EMS PATIENTS TREATED: 49**

Training Hours

- Codes & Standards: 7
 - Fire Prevention: 40
 - Fire Protection Systems: 4
 - Hose & Equipment: 6
 - Hose Evolutions: 3
 - Hydraulics: 2
 - Ladders: 6
 - PEPP: 10
 - Preplanning: 4
 - Pump Operations: 5
 - Radio Communications: 13
 - Search & Rescue: 1
 - Technical Rescue: 13
 - Tools & Equipment: 2
- TOTAL TRAINING HOURS: 116**

Station Activities

- Updated 27 pre-fire plans.
- Inspected 101 hydrants.
- Conducted 2 fire inspections.

Operations

- Met with Fleet Department and Risk Manager regarding apparatus safety.
- Met with Holly Hill and Daytona Beach Fire Departments regarding non-emergency assistance.

- Worked with Grants Coordinator on 2011 Assistance to Firefighter's Grant.
- Attended community event at Riviera Assisted Living.
- Held bi-weekly administrative staff meeting.

Significant Incidents

- 9/20/11, 12:44 AM: Avenue F / Oak St – Structure Fire – provided automatic aid to Volusia County – upon arrival found flames showing in and around a 10 x 10 outbuilding – fire extinguished with approximately 250 gallons of water – unknown cause with minimal loss.

Human Resources

Staffing Update

Job Requisitions

- Public Works/Utilities - Environmental Regulatory Compliance Coordinator
- Leisure Services/Parks & Grounds Maintenance - Maintenance Foreman
- Leisure Services/Administration – Recreation Program Specialist
- Finance/Utility Billing – Part Time Account Clerk II

Approved/Active Recruitment

- Public Works Department/Wastewater Plant – Treatment Plant Operator. Department has requested to re-advertise position open until filled.
- Leisure Services Department – Recreation Center Coordinator position was advertised in-house, on the City web site and on the Florida Recreation and Parks Association (FRPA) web site and will close on 09-30-11.
- Police Department/Neighborhood Improvement - Office Assistant III position was advertised in-house and on the City Website to close on 10-07-11.

Screening/Interviews Scheduled

- Support Services Department – Office Assistant III position was advertised in-house and on the City Website and closed on 09-23-11. Forty-eight (48) applications were received and are being logged in.
- Public Works/Utilities – Plant/Pump Mechanic position closed on 09-09-11. Twelve (12) applications were received and forwarded to the department for review. Interviews were scheduled on 09-29-11.
- Public Works Department/Fleet Operations – Mechanic II position closed on 09-09-11. Sixteen (16) applications were received and forwarded to the department for review. Fleet Operations is in the process of narrowing down the applications and scheduling interviews for the week of 10-03-11.

Background/Reference Checks

- Leisure Services/Casements – Part Time Custodian position interviews were conducted with applicants for both the PT Specials Events and Custodian positions simultaneously. A selection was made to fill the part time Custodian position.
- Finance Department – Senior Accountant/Budget Analyst position was advertised as open until filled. Sixteen (16) applications have been received. Interviews were completed for four (4) applicants. Ad was removed from website 09-21-11. Background check is being conducted on selected applicant.

Job Offers

- Fire Department – Selected Fire Chief will begin employment on 10-03-11.
- Leisure Services/Casements – Selected Part Time Special Events Technician began employment on 09-26-11.

Terminations/Resignations/Retirements

- FY Attrition – M/E 08-31-11: 4.91% (excluding retirements)
- Leisure Services Department/Nova Gym – Recreation Center Coordinator has requested retirement to be effective 09-30-11.
- Police Department/Administration - Office Manager has requested retirement to be effective 09-30-11.
- Support Services - Office Assistant III has requested retirement to be effective 10-13-11.
- Police Department – Police Officer termination effective 09-20-11.

Promotions

- Police Department/Administration – Office Assistant III in N.I.D. applied for and was selected for the Office Manager position in Administration to be effective 10-02-11.
- Airport Operations – Airport Manager employee reclassified from Part Time Airport Manager to Full Time Airport Manager effective 10-01-11.
- Public Works/Engineering – Acting City Engineer/Deputy City Engineer employee reclassified to City Engineer effective 10-01-11.

Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program August, 2011 monthly report reflects savings of \$50,736 for City residents during the fourteen months that the program has been in effect in Ormond Beach. Over 1,159 residents have utilized the program during that time. Public Information news release sent out on 08-26-11 to re-notify citizens about this benefit.
- Six (6) Open Enrollment meetings for employee health insurance were conducted during the week of September 12th in various locations. Individual insurance packets were distributed to approximately 310 full time employees with information on all insurance plans, the new Wellness Cove program and Allstate Voluntary Benefits. Open enrollment will end on 09-23-11 with all changes taking effect on 10-01-11.
- Employee Health Fair, “Highway to Health”, scheduled at the Nova Community Center on October 7 from 10 a.m. -1 p.m. confirmed 28 exhibitors, flu shots, and several health screenings.

Training & Development Opportunities

- LEAPS Academy is continuing customer service workshops for all full-time employees, who are required to attend, between May 20th and November 9th, 2011. **Next training sessions will be held on 10-06-11.** To date, **81%** of full time employees have completed the Customer Service training with two training sessions remaining.

Risk Management Projects

- Preliminary planning for Government Day in the Chamber of Commerce’s Leadership Session 2012.
- Final planning for the Health Fair; confirming exhibitors, screenings, and activities.

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Email system upgrade (cloud based) – researching options
 - City Clerk – Agenda Preparation application – IT involvement
 - City Clerk – Document Management and Retention – IT involvement
 - Finance/Community Development – CRM system replacement – IT involvement
 - iSeries system (HTE Sungard Naviline) - Major upgrade of the Operating System to Ver 7.1.0 with the assistance of Vendor support for the heavy lifting. System was down all weekend for the upgrade to complete. No issues Monday.

- Windows Servers: - None
- Networking System: - None
- Work Orders: - 46 New work - 44 completed - 43 in progress
- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	30,147	Inbound E-Mails Blocked	19,919
Delivered Inbound E-Mails	10,042	Quarantined Messages	186
Percentage Good Email	33.3%	Virus E-Mails Blocked	83

- Notable Events: None.
- Geographical Information Systems (GIS)
 - Addressing Additions: 8 Changes: 2 Corrections: 1
 - Map/Information Requests: 14
 - Information Requests from External Organizations: 0
 - CIP Related Projects (pavement management, project tracking map): 0
 - Notable Events: None.

Leisure Services

- Administration
 - City Manager Staff Meeting
 - Coordinator Staff Meeting
 - Supervisory Staff Meeting
 - Surveillance Cameras Discussion
 - Park Site Visits
 - State of the City
- Athletics
 - The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at 1pm at the Sports Complex.
 - The OBYBSA Lady Renegades continued their fall practices this week, Monday through Friday nights.
 - The City's Youth Flag Football program started their games this week at the Sports Complex, nightly at 5:45pm and 6:45pm.
 - The City's Coed Softball League finished up the 1st half, with 12 teams competing weekly. Games are at 6:20pm, 7:30pm, and 8:40pm, Monday through Thursday. The 2nd half starts next week with 13 teams.
 - The City's Youth Volleyball Program continued, with 25 participants registered. Nights fluctuate during the week, with the majority of the weeks hosting 2 nights. This is an 8-week program designed around skills work and scrimmage games.
 - The Pop Warner Program had their 4th Saturday home youth football games at the Championship football field. Six games were held starting at 9am.
 - The City's Men's Softball League continued their game season this week. Currently seven teams are competing, with games on Monday, Tuesday, and Friday nights.
 - Calvary Christian Academy Football had their Homecoming game on Friday night at 7pm on the Championship Field (#7) at the Sports Complex.
 - The OBYBSA Boy's Baseball and Girl's Softball started their fall game season this week at both the Nova fields and the softball quad at the Sports Complex. The season will run through the end of October.

- Athletic Field Maintenance
 - Mowed South Ormond Neighborhood Center (SONC) outfield and prepped the infield.
 - Cleaned the SONC tennis and basketball courts.
 - At Osceola Elementary School, tended to the infields, tennis and handball courts.
 - At Nova Park, mowed the infields and outfields, and cleaned the Skateboard Park, tennis and handball courts.
 - Picked up and dropped off equipment to Fleet on a daily basis.
 - Made fuel runs for equipment.
 - Cleaned the restroom, offices and lunch area of the maintenance building.
 - Mowed the baseball fields 3 times during the week.
 - Continued mowing the soccer fields.
 - Continued mowing the softball fields.
 - Cleaned Limitless Park daily.
 - Mowed right-of-way on Harmony Road.
 - Repainted 3 full size fields for competitive soccer and prepared for weekend games.
 - Repainted 15 soccer fields to host the recreational league.
 - Cleaned up after opening day soccer.
 - Prepared fields for the coed softball league.
 - Prepared field for men's slow pitch softball league.
 - Prepared fields for recreation and Lady Renegades softball practices.
 - Prepared baseball fields for Golden Spikes league daily.
 - Continued to fix irrigation problems on many fields at all locations.
 - Edged infield clay of baseball field #4.
 - Replaced tennis nets, cranks and center straps at Osceola school.
 - Prepared fields for Ormond YMCA T-ball games.
 - Moved portable bleachers to outside of football field for weekend games.
 - Repainted football field to host Pop Warner on Saturday, Seabreeze junior varsity on Wednesday, and Calvary Christian Academy varsity games on Friday.
 - Put out trash cans, carpets, benches and prepped for the fans.

- Senior Center
 - Yoshukai Karate met on Monday and Wednesday from 6:30pm to 8:30pm.
 - Granada Squares Dance was held on Tuesday from 7pm to 10pm.
 - The Daytona Community 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 9:30am to 1:30pm.

- Performing Arts Center
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: Show Club Specialty Dance, Webb Jazz and Tap, Devito Dance, Kopy Kats, CMT Kindergarten/1st Grade, CMT Teens, CMT Teen/Adult Ballet, CMT Jazz, CMT Tap.
 - Tuesday: Theatre Workshop, Theatre Workshop Dance, Show Club Specialty Dance, Horan Judo, CMT Ballet, CMT Contemporary Dance, CMT Jazz Dance.
 - Wednesday: Devito Dance, Kopy Kats Skits, Webb Jazz & Tap, CMT Kindergarten/1st Grade, CMT Teens, CMT Teen/Adult Ballet, CMT Jazz Dance, CMT Tap Dance.
 - Thursday: Devito Dance, Show Club Chorus, Show Club Skits, Theatre Workshop, Kopy Kats, CMT Pre-Primary Ballet, CMT Jazz, CMT Ballet, CMT Pointe, CMT Contemporary Dance.

- Friday: Theatre Workshop, Green Dance, CMT 2nd and 3rd Grade, CMT 4th and 5th Grade.
- The Performing Arts Center is preparing to host the following event:
 - Miss Florida high School Pageant, October 1st, 7pm, \$15.
- South Ormond Neighborhood Center
 - The splash pad was open daily from 10am until dusk.
 - The weight room was available during Center hours.
 - The Neighborhood Park was open daily from sunrise until 11pm.
 - Open play basketball was held daily from 1pm to 9pm.
 - Pavilion rentals on Saturday and Sunday each at 12pm.
 - Johnson Family Repast on Saturday from 2pm to 6pm.
 - Jazzercise class was held Wednesday from 5:45pm to 6:45pm.
- Community Events
 - Completed weekly administrative tasks and office work.
 - Attended weekly staff meeting.
 - Attended events meeting.
 - Continued planning the City Employee Health Fair.
 - Attended Senior Games meeting.
 - Continued Senior Games event planning.
 - Worked on new fiscal year permitting and applications.
 - Continued holiday event planning.
 - Departmental mail duty, September 26th and 30th.
 - Attended Employee Health Fair meeting.
 - Attended parade meeting.
 - Coordinated State of the City Address audio visual set up.
 - Picked up prizes for Employee Health Fair.
- Gymnastics
 - Weekly classes:
 - Tumbling Tots: Tuesday, 1:30pm to 2:30pm.
 - Pre-School: Monday/Wednesday and Tuesday/Thursday, 2:30pm to 3:30pm.
 - Developmental: Monday/Wednesday and Tuesday/Thursday, 3:30pm to 4:30pm.
 - Level 1 girls: Tuesday/Thursday, 4:30pm to 5:30pm.
 - Level 2 girls: Tuesday/Thursday, 5:30pm to 6:30pm.
 - Level 3 girls: Tuesday/Thursday, 6:30pm to 7:30pm.
 - Level 4 girls: Monday/Wednesday, 5:30pm to 7:30pm.
 - Levels 7 girls: Tuesday/Thursday, 4:30pm to 7pm and Friday, 5:30pm to 7:30pm.
 - Boys 1: Friday, 3:30pm to 4:30pm and Monday, 4:30pm to 5:30pm.
 - Boys 2: Friday, 4:30pm to 5:30pm.
 - Friday Rec. Gymnastics: Friday, 3:30pm to 5pm.
 - Teen Gymnastics girls: Friday, 4:30pm to 6pm.
 - Power Tumbling: Monday, 7pm to 8pm.
 - Cheer Class: Wednesday/Friday, 6pm to 8pm.
- Nova Community Center and Special Populations
 - FitGyms conducted their personal training, tennis lessons and FitMoms.
 - 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 at various times during the week for those who participated in basketball, the game room and the exercise room.
- The Fall Youth Volleyball Program met on Monday and Friday evening at Nova's gymnasium.
- Miss Debby's Dance Classes continued on Monday, Tuesday, Thursday and Friday afternoons for the fall season.
- Miss Brenda's Activity Class for children ages 2 ½ to 4 years old met on Tuesday and Thursday mornings.
- Challenger Soccer met for their third practice on Tuesday afternoon at the Ormond Beach Sports Complex.

- The Casements
 - Tours continued this week from 10am to 4pm, Monday through Friday.
 - Casements Camera Club's 31st annual Color Exhibit is on display throughout the month of September.
 - Yoga classes were held on Tuesday mornings from 10:30am to 11:30am, and Thursday evenings from 6:30pm to 8pm.
 - Teeny Tiny Yoga class was held in Room 205 on Tuesday from 3pm to 4pm.
 - Zumba class was held on Monday and Wednesday evenings from 6pm to 7pm.
 - Tai Chi class was held on Wednesday evening from 7pm to 9pm.
 - Pilates classes were held on Tuesday and Thursday afternoons from 3:30pm to 4:30pm and Wednesday and Friday mornings from 8:30am to 9:30am.
 - The Guild crafters met on Thursday from 12:30pm to 3:30pm.
 - Staff assisted with the set up and strike of the weekly Farmers' Market on Thursday from 7am to 1pm.
 - Staff continued preparations for the "Rockefeller Revisited" program scheduled for late October.
 - Staff worked on coordination of all holiday preparations with the Guild for the annual Christmas Gala.
 - The Casements Guild met on Wednesday from 9:30am to noon.
 - Pat Spano's Art classes continued on Wednesday evening from 5pm to 9pm.
 - The Casements Camera Club met for their monthly meeting at Bailey Riverbridge on Thursday from 7pm to 9pm.
 - Staff set up for a wedding reception on Friday.
 - Staff assisted with a wedding reception on Saturday from 1pm to 11pm.

- Parks and Irrigation
 - The Irrigation crew spent the week at City Hall handling and repairing the irrigation system, ensuring it was running properly after the landscape project was complete.

- Building Maintenance
 - Replaced exterior lights on deck area at the Art Museum.
 - Repaired vandalized water cooler at the soccer complex.
 - Replaced trash can on pier at Fortunato Park.
 - Applied insect control around playground at Central Park I.
 - Removed graffiti from men's room at River Bend Nature Park.
 - Repaired exposed rebar on parking stop at River Bend Nature Park.
 - Repaired broken water cooler at Nova Rec. Center.
 - Completed installation of AC system for I.T. room at the Police Dept.
 - Installed three phase electrical sub panel at the Police Dept.
 - Repaired lighting in the Commission Chambers at City Hall.
 - Replaced sloan valve for urinal at the Police Dept.
 - Repaired door to jail cells in the sally port at the Police Dept.
 - Cleaned gutters at the Gymnastics Center.

- Installed new toilet in men's room at the SONC.
- Repaired four decorative street lights west of US1.
- Conducted weekly inspections of the Ormond Beach Municipal Airport.

Police Department

- Administrative Services
 - Guest speaker at Ormond Beach Kiwanis Club meeting.
 - Attended union contract negotiations preparation meeting.
 - Participated in first meeting with FOP representatives for new police officer contract negotiations.
 - Retirement ceremony for Joanne Sciulara at the Police Department honoring her 32 years of service as the Police Department's Administrative Office Manager/Police Chief's secretary.
 - Attended Target grant award check presentation at PAL House.
- Community Outreach
 - Sign up for the Ormond Beach Elementary Science on Patrol program continues for youth in the 4th and 5th grades.
 - Sign up for the Tutors R Us program continued.
 - Preparations are continuing for the Golfing for Youth fundraiser to be held at River Bend Golf Club October 29th.
 - OBPAL Board President, Chief Osterkamp, Lt. Godfrey and Lt. Hayes participated in a check presentation from Target for the Ormond Beach PAL R.E.A.D. program.
- Community Services & Animal Control
 - Animal calls responded to : 54
 - Animal Bites: 3
 - Animal Reports: 5
 - Animal Traps issued: 4
 - TNR: 1 (adopted from PD)
 - Animals to FHS: 7
 - Cats: 6
 - Dogs: 1
 - 1 Osprey to Ponce Inlet Rehab
 - 2 Sick Wildlife
 - CSO's are still handing out information flyers in the Coquina Pt and Trails sub division regarding bear sightings in the area
 - CSO's assisting with the re-banding of all police car and portable radio's
 - Today is Rabies Awareness Day!
- Criminal Investigations
 - Cases Assigned: 19
 - Cases Cleared by Arrest/Complaint Affidavit: 28
 - Cases Exceptionally Cleared: 12
 - Inactive: 10
 - Fraud: 2
 - Burglary Business: 3
 - Burglary Residential: 5
 - Larceny Car break: 6
 - Grand Theft: 0
 - Auto Theft: 1
 - Offense Against Family/DCF Reports: 0
 - Missing Persons: 1

- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Death: 1

Narcotics

- Two search warrants served
- Six Buy-Walks
- Four Buy-Walk Attempts

Comments

- Two subjects were arrested after they were observed breaking into vehicles and were stopped as they left the area. Evidence was found linking them to the car burglaries. Investigators interviewed one of the subjects and he confessed to numerous other car burglaries in the Ormond Beach area over the past few weeks. The subjects have numerous additional charges pending.
- A subject responsible for a residential burglary on Pine Cone Trail has been identified. The same subject is believed to be responsible for several smash and grab car burglaries in the same area. Investigation continues.
- Numerous thefts have been reported from the assisted facility located at 550 Wilmette Ave. (Southland Suites). Numerous pieces of jewelry have been stolen from residents at the facility. Investigators obtained employee records and researched pawn records. A suspect was developed, interviewed, and some of the stolen property has been recovered. Warrants are being obtained for the employees arrest and the facility has suspended the employee. Investigators will be filing five separate charges for grand theft.

- Records

- Walk - Ins / Window 102
- Phone Calls 147
- Arrest / NTA'S 13
- Citations Issued 135
- Citations Entered 100
- Reports Generated 116
- Reports Entered 114
- Mail / Faxes / Request 72

- Patrol

- Total Calls 1,145
- Total Traffic Stops 148

- Operations

- 9/21/11 - Car Burglary – S. Orchard St.; unlocked vehicle. Stereo speaker taken.
- 9/21/11 - Warrant - Arrest - Carmel Ter.; adult female with three warrants.
- 9/21/11 - Threatening Phone Calls - Blockhouse Ct.; adult male making threatening phone calls to victim.
- 9/21/11 - Narcotics Arrest - N Ridgewood Ave and New Britain Ave.; adult male arrested for possession of a controlled substance.
- 9/22/11 - Burglary Residence - N Yonge St.; patio area of residence entered and registration sticker removed from vehicle license plate.
- 9/22/11 - Car Burglary - Kenilworth Ave.; vehicle entered but nothing was taken.
- 9/22/11 - Car Burglary - S Atlantic Ave.; handgun stolen from unlocked vehicle.

- 9/22/11 - Stolen Vehicle Recovery - W Granada Blvd.; vehicle reported stolen out of Daytona Beach in July.
 - 9/23/11 – Warrant Arrest - S. Beach St.; adult male arrested on an open warrant.
 - 9/23/11 - Violation of Domestic Violence Injunction - Blockhouse Ct.; complaint affidavit filed against adult female for violating injunction restrictions.
 - 9/24/11 - Fleeing Vehicle - Division Ave and S Yonge St.; no pursuit was initiated after car fled from officers attempting to initiate a routine traffic stop.
 - 9/24/11 - Car Burglary - Tomoka Oaks Blvd.; unlocked vehicle was entered and items removed. Stolen property recovered in the immediate area.
 - 9/25/11 - Burglary - Business - N Yonge St.; brick thrown through front door.
 - 9/25/11 - Burglary - Residence - Pine Valley Cir.; screen was cut and patio area entered.
 - 9/25/11 - Burglary Residence - Highland Falls Dr.; aluminum door and extension cords taken from a shed.
 - 9/25/11 - Car Burglary - Tropical Falls Dr.; five extension cords taken from motorhome.
 - 9/25/11 - Retail Theft/Warrant - Arrest - W Granada Blvd. Adult female arrested.
 - 9/25/11 - Death Undetermined - Greenwood Ave.; adult male found deceased by friend. Medical Examiner notified. No foul play suspected at this time. Death appears to be of natural causes.
 - 9/25/11 - Car Burglary - Sterthaus Dr.; passenger window broken out and interior rummaged through. Nothing missing.
 - 9/25/11 - Car Burglary - Sterthaus Dr.; rear driver side window broken out and the interior ransacked. Nothing missing.
 - 9/25/11 - Car Burglary - Pine Valley Cir.; several items missing from a boat.
 - 9/25/11 - Suspicious Incident - Oakwood Park.; report of prowler outside of residence. No one located in the area.
 - 9/25/11 - Retail Theft - Arrest - W Granada Blvd.; adult male arrested for shoplifting.
 - 9/25/11 - Battery - Domestic Violence - Live Oak Ave.; adult female arrested.
 - 9/26/11 - Battery Domestic Violence - Arrest - Greenwood Ave.; juvenile female arrested.
 - 9/26/11 - Residential Burglary - Live Oak Ave.; entry gained through side window and several items stolen.
 - 9/26/11 - Driving Under the Influence - Cypress Cir and Rockefeller Dr.; adult male arrested.
 - 9/27/11 - Grand Theft - Wilmette Ave.; several items of jewelry missing.
 - 9/27/11 - Missing Child - S Nova Rd.; run-away. No signs of foul play.
- Traffic Unit
 - 11-09-00504, Motorcycle Crash, 1000 BLK Arroyo Parkway: VCISO deputy attempted to stop a reckless motorcyclist on Nova Road. The motorcyclist fled from the stop and VCISO did not pursue. The suspect fled around the block in the area of Tennessee Terrace and Southern Parkway. When he returned to Arroyo Parkway, he failed to negotiate a left turn and drove into the ditch across the street. The deputy located the suspect, who fought him and ran away on foot. He was located a short time later and arrested by VCISO. Same suspect fled from our officers several weeks ago. Several charges pending.
 - 11-09-00517, Crash / Police Vehicle - Outside Agency, I-95 / SR 40: An off-duty Daytona Beach PD vehicle was struck by a motorist running a red light beneath the overpass. Vehicles were disabled due to damage. The officer was transported to the hospital by ambulance, but is expected to be OK. DBPD supervisory / command personnel responded to the scene.
 - Officer Borzner successfully located the ATV we've received numerous complaints about in the area of South Ridgewood Avenue. He stopped it and issued notices to appear / criminal citations.

- Assisted Bravo Shift with locating a missing endangered girl in the area of Castlegate on Tuesday.
- Assisted SDPD with an escort on Saturday.
- Sergeant Smith facilitated the Citizens Police Academy class in regard to Traffic Unit Operations.
- Traffic Citations 104
- Parking Citations 5
- Crash - No Inj. 17
- Crash - Injury 5
- Crash - Fatal 0
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
 - Self-Initiated Enforcement Locations:
 - Central Park area
 - 700 BLK Fleming Avenue
 - 600 BLK Division Avenue
 - 600 BLK Hand Avenue
 - 1100 BLK N. US 1
 - S. Yonge Street
 - SR A1A
 - 200 BLK Main Trail
 - 1500 BLK N. Beach Street
 - Enforced Complaints:
 - Clyde Morris Blvd.
 - SR 40 / US 1
 - South Kings Road
 - Riverside Drive
 - Halifax Drive / Ormond Parkway (bus stop complaint – unfounded)
- Neighborhood Improvement
Weekly inspection statistics by Commissioner Zones
 - Zone 1: 2 Cases Initiated
 - Zone 2: 7 Cases initiated
 - Zone 3: 3 Cases initiated
 - Zone 4: 1 Case initiated
 - 9 tree removal permit requests
 - 29 signs either removed or sign cases created.
 - Administrative staff assisted with two walk-in and fifty-six (56) telephonic inquiries.

Below are status updates by zone from the Neighborhood Improvement Division regarding inspections that have been brought to my attention requested through the City Manager's office. Cases number 1 and 2 are new cases.

Zone 1

1306 Overbrook Drive – This case was initiated due to the installation of a carport type structure (tent) next to the house. The structure meets setbacks and is not in violation. The issue is that the owner's boat has been placed inside the tent structure but protrudes outside the front of the tent. This is a violation of the RV screening requirements. The owner has failed to comply by correcting the violation. This case was presented to the Special Master on September 26, 2011. Compliance had been achieved by the time of the hearing.

The second issue is with regard to the operation of a "Home Occupation Type A" business but not meeting the conditions of the home occupational conditions of approval. The owner brings home

his trailer that is associated with the business. A notice of violation was hand delivered. The owner is in contact with staff to ascertain what needs to be done to correct the violation.

Zone 4

1) 7 Queen Ann Court – received a complaint that the property is overgrown. A site inspection was conducted and the site was found to be in dire need of cleaning. The grass is over 18" in height. Fallen palm fronds exist on site and there is a problem with the pool barricade. The property preservation company for Wells Fargo has been notified and provided pictures of the site conditions. The property has been mowed but there is still debris and concerns with the area around the pool. The representative from Wells Fargo is checking with their preservation company to ascertain why this has not been resolved. We can expect a resolution in the near future.

2) 955 S. Nova Road – Arroyo Mobile Home Park – received a complaint about missing fence slats. An investigation was done to ascertain the condition of the fence. Staff observed one horizontal board missing behind trailer/unit #4. Contact was made with the park manager. Staff was advised that there was a fire at the unit. The heat from the fire damaged the fence. It will be repaired. Confirmation of the fire was obtained through the City Fire Department. The fence has been repaired. No further action is required.

Public Works

- Engineering

- Construction Projects

- Alcazar-Buena Vista Drainage Area Improvements - Watermain construction is approximately 70% complete. Stormdrain construction is approximately 40% complete. Contractor is working on stormdrain and utilities along Seville St and Arroyo Pkwy.
- Selden Avenue Road and Utility Improvements – Watermain clearance was granted for the new main and replacement services are being connected. Contractor is working on road base conditions to prepare for asphalt paving.
- Airport Rd. Forcemain Ext. / Reclaimed Water Ext - Commission approval was granted for bidding the project. The prequalified bidders were solicited. The bid opening is scheduled for November 2, 2011.
- Downtown Parking (Vining Court) - Staff is closing out the project while the contractor completes minor punch list items.
- Downtown Way Finding Signage - Staff completed the review of the final graphic plan set and the engineered drawings are being prepared by the sign fabricator.
- City Hall Landscaping - Servello has pruned and fertilized and will complete the project by mulching the entire site by the end of this month under their annual maintenance contract.
- Riviera & Ames Seawalls - Held pre-construction meeting and work began September 26th.
- Performing Arts Center Landscape Renovation – The work is scheduled to begin on 9/29.
- Nova Community Park Tree Planting – The new trees are scheduled to be installed by the end of this month.
- CCTV Surveillance - Set up remote access for Nova Rec center of CCTV. Projects are completed and substantial completion has been issued for Airport, Sports Complex and Nova Rec Center.
- Wastewater Treatment Plant Expansion and Rehabilitation – Contractor is working on Clarifier No.4, electrical underground, perimeter fire protection piping, and interior site piping, main electrical building, Sodium Hypochlorite/Bisulfite feed area, Alum/Polymer building modifications. The new generator was delivered to the site and Electrical MCC's were installed in various buildings.
- Sanchez Park Piers - Project completed.

Design Projects

- Andy Romano Beachfront Park – On September 6th the City Commission selected the final draft plan and preferred architectural concept for the concession/restroom facility. The consultant then presented the final plan rendering for display to the public. This occurred on September 15th at 7:00 PM at The Casements. No significant comments were received. The consultant is preparing the 60% design drawings for submittal to FDEP for permitting. The 60% design will also be presented to the City Commission at the October 18th Commission meeting.
- SR40 Sidewalk / Trail Phase III - Submitted bid packages to FDOT. Made correction and resubmitted schedule.
- Central Park Paving – Met with continuing contract consultant to discuss topographic survey needs for the project to develop storm-water drainage management plans.
- Audible Pedestrian Signals - Submitted bid packages to FDOT. Made correction and resubmitted schedule. Sent for advertisement.
- Granada Utilities Underground - Coordinating with Consultant regarding scope of work.
- SR40 - Nova to A1A Interconnect - Contractor to set up meeting concerning delivery of fiber. Reviewed submittals.
- Cassen Park Fishing Pier - Conducted field review and are reviewing options for repairs to meet ADA requirements.
- OBSC Pop Warner Football Field – Staff is preparing a cost estimate to go with each proposal so a final decision can be made how to proceed.
- Transfer Station Pump Station - Reviewed design plan set and resubmitted to consultant for revisions.
- Tymber Creek Phase I & II – County is determining funding allocations for the project. County has City Utility relocation plans and staff is awaiting JPA form from County once the widening project is approved.
- Roadway Resurfacing - Plans and specifications are being prepared for the fiscal year 2012 resurfacing program. Roadway candidates are being inventoried for final consideration.
- North Halifax Dr. Improvements - Design plans are approximately 75% complete. Directional Bore plans and permitting for crossing Granada Blvd with a reclaimed watermain extension are being developed.
- Cardinal Beach Approach – The proposed design was reviewed by the County without comment. Staff will acquire the necessary County ROW permit. This project will be installed after the new lifeguard station is built by the County (Spring / Summer 2012).
- Nova Road Tree Relocation - Staff is soliciting written quotations to transplant and modify the existing median irrigation. This work must be completed by 12/1/2011.
- Side Street Lighting Conversion – Staff is testing a sample fixture that has been installed on Tomoka Avenue by the library entrance.
- Wooden Pedestrian Walkway Lighting Replacement - Staff has temporarily placed this work on hold as the handrail and decking replacement must be completed first. The project materials are currently being stored at the PW facility. Staff installed four replacement poles and fixtures on the Fortunato Pier as no renovation is scheduled for the pier.
- Stormwater Study – FEMA has approved the inclusion of the Phase I recommendations into the existing approved HMGP grant for Hand Avenue.
- John Anderson Drive – The City Commission directed staff to delete the sidewalk, design 10 foot lanes, and include high back Type F curbing. Staff is negotiating with the consultant on the costs that were submitted for revising the design plans in accordance with the revised scope of work and also the additional costs the consultant incurred for preparing the design alternatives that were presented to the City Commission.

- Hand Avenue – Received approval from FEMA for expanded work grant request on Hand Avenue. FEMA has agreed to increase the grant amount from \$1,725,853 to \$3,033,850.00. Received the permit from SJRWMD which includes the modification to add the interconnect of the Central park lakes. The Consultant Engineer is now finalizing plans for bidding.
- 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 storm event. Sent final plans to FEMA for approval. Modification No.1 to the agreement will be presented to the CC at Nov. 1st meeting to reallocate a portion of the Phase 2 construction cost to the Phase 1 design cost and extend the performance period.

Department Activities

Administration

- Obtained three quotes for CCTV mini dome, 500 n 36x, network switch and DVR.
- Conducted observation and prepared report on Tomoka Elementary to Methodist church crosswalk.
- Reviewed radar on Riverside Dr. in front of Rockefeller and submitted recommendations.
- Provided FDOT utility maps on US 1 corridor for upcoming project.
- Coordinated roadway resurfacing of Oleander Avenue with City of Daytona Beach. Resurfacing will be performed during winter break after the high school lets out. Contractors were solicited for replacement of corrugated metal pipe stormdrain at the intersection of Harvard Dr and Oleander Ave, to be constructed prior to resurfacing.
- Plans were prepared and contractors were solicited for repairing the curb & gutter depression near 1 Winding Woods Tr.

Customer Service

- Provided copies of the city wide benchmarks to Surveyor per request.
- Provided square footage of turf used on Nova Field #5 to consultant.

Meetings

- Attended Halifax Utilities East Volusia meeting.

Other

- 14 projects were inspected.
 - Completed topographic survey of Central Park Ph 4 per Zev Cohen request.
 - Attended 2 day GIS Conference in Daytona Beach
 - Updated and created PDF drawing of the proposed Information Sign @ OBSC per Planning Div request
 - Began construction plan set of Central Park Ph 4 for proposed paving project.
- Environmental Management
 - Street Maintenance
 - Asphalt / Concrete
 - Pulled forms, made stress cuts and asphalted a patch at 752 S. Yonge Street
 - Repaired potholes at various citywide locations
 - Repaired a broken sidewalk on N. Beach Street
 - Asphalt repair for the Water Department at 404 Oak Park Circle
 - Backfilled with top soil around the gutter at Fred Gamble Way & Hand
 - Concreted around back side of utility payment box at City Hall

Tree Crew

- Trimmed 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)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris Nova/Transfer Station
- Saw and Equipment Maintenance at Public Works
- Trimmed at the Trails, and Tomoka Oaks
- Took down trees at Central Park II – Hammock Ln.
- Removed trees at Hammock & Roble Lane and at Rockefeller Gardens

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
- Spread fill dirt at Hand & Fred Gamble Way
- Assisted concrete crew on US1 at Mattress One
- Picked up shell at Arrow Materials
- Spread a load of shell at Sanchez Park Boat Ramp
- Spread a load of shell in low spots and two loads for park road repair at Nova Recreation

Sign Shop

- Repaired or replaced signs at the following locations:
 - Harmony Ave. & Pineland Trl., replaced a stop sign post hit by a vehicle
 - SW Neptune Ave. & N. Halifax Dr., replaced a bent stop sign & post hit by a vehicle
 - Rockefeller Dr. & Riverside Dr., straightened a stop sign post
- Continued fabricating “Lock Your Car” signs for various parks
- Installed “Lock Your Car” signs at the following parks:
 - Cassen Park
 - Bailey Riverbridge Gardens
 - Casements
 - Fortunato Park
 - South Ormond Neighborhood Center
 - Riviera Park
 - Central Park I
 - Central Park II
 - Nova Recreation Center
 - Airport Sports Complex

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Reachout Mowing – US1 (3 days), Lakebridge (1 day) and Santa Fe (1 day)
- Cleaned inlets at citywide locations
- Vacon – Tomoka Ave., 5 basins, 471’ line and at the Transfer Station

- Did weed eating at outfalls on US1
- Repaired basin on S. Perrott and Tomoka
- Used boat to clean fountain at Rockefeller Pond

Street Sweeping - Streetsweeper

- 99.7 miles of road cleaned
- 18.0 cubic yards of debris removed (This was for 4 days)

- Fleet
Mileage Traveled by all City Departments for the week
32,092

PM Services completed for the week:

Emergency—Vehicles and Equipment
5

Non-Emergency Vehicles and Equipment
25

Road Calls for the week:

2

Accidents for the week:

0

Quick Fleet Facts:

- Fleet has 10,059 gallons of unleaded fuel 4,993 gallons of diesel fuel on hand.
- Fleet completed 70 work orders this week.

- Utilities

Projects Summary

- Forwarded staff prepared response to 2nd request for information (RAI #2) for the City's Consumptive Use Permit (CUP) Compliance Report to SJRWMD.
- Chemical Bids – The award to successful vendors was approved on the September 20th City Commission meeting. Purchase Orders being prepared to awarded vendors for upcoming year chemical purchases.
- Concentrate Disposal Study – Presently, the amount of water that can be produced using reverse osmosis at the water plant is limited by the quantity of reclaimed water available at the wastewater plant for mixing without exceeding conductivity limits established by FDEP. Chlorine residuals are being collected at the plant, reuse storage tank and the reuse connection to the plant to determine the chlorine application requirements needed to control snail growth in the distribution system. The residuals indicate that the free chlorine in the tank is approximately 10% of the recorded value at the plant. Data was sent to the consultant for sizing appropriate chlorine feed equipment.
- A proposal from McKim and Creed is under consideration for optimizing configuration of the Division Avenue well field raw water piping so it is effectively routed to the low pressure reverse osmosis process at the water plant and properly metered. The estimated cost for this proposal is \$29,690.
- Cross Connection Control (CCC) Program Management Services: Developing final CCC plan, ordinance and manual updates to meet current state regulations. Adjustments proposed to Operations Budget for next phase of program funding.
- Airport Road Force Main Extension – Project includes force main up sizing and conversion to reuse transmission for serving wastewater and alternative water supply irrigation needs for the Breakaway Trails and Hunters Ridge areas. Pre-bid Meeting scheduled for October 12 regarding contract bid documents with pre-qualified

- contractors. A teleconference was conducted with St Johns River Water Management District (SJRWMD) to discuss grant funding opportunities for this project.
- Fire Hydrant Replacement Program – Construction is underway by contractor. Coating is peeling from some of the recently installed hydrants. The manufacturer will provide replacement barrels coated in accordance with the specifications. Hydrants on Harvard and Ellsworth are being replaced this week. Appropriate customer outage notices and precautionary boil water notices and rescissions are prepared and performed by water distribution staff.
 - Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Preparation of Change Order #2 pending outcome of pump acceptance activities ongoing at present. Presently, Pump 2 jammed and cannot be restarted. Pump 1 is pumping the gravity flow into the lift station. Pump 3 is out of commission because the VFD does not work. A bypass pump is connected to the manhole to divert flow as a standby system and will remain in place until reliable pump operations are attained. The manufacturer is researching semi-open impeller options to increase the reliability of this station. The contractor has final punch list items required for final completion. Legal is assisting the development of our proposed action plan for addressing the outstanding contract items. A scope of services was drafted for review of the pump station design and installation components.
 - Ormond Beach Wastewater Treatment Plant Expansion– Clarifier #4 and electrical building construction are primary work items currently underway. Monthly progress meeting held with Contractor, B&G, this week.
 - Lift Station Repair and Replacement Project - The doors were hung on Lift Station 6M. As-built drawings were received for Lift Station OM and sent to the GIS Department. An auto cad format was requested. The request was forwarded to the consultant for implementation.
 - Town Square and Lift Station 4M1 Rehabilitation –Specifications are being prepared. Data is being assembled to compute the flow and head loss for Towne Square Lift Station.
 - Water Plant Aerator Rehabilitation – The City Commission packet was returned from the legal department until a decision is made as to whether a sole source award will be recommended for the rehabilitation to be performed by the original manufacturer, DeLoach Industries, Inc.
 - Water Plant SCADA – A City Commission meeting memorandum recommending that McKim and Creed Engineers do an inventory of existing equipment to determine its capabilities for data collection and control for the plant, wells and lift stations is being reviewed prior to submittal to the legal department.
 - SPRC: Village Business Center – prepare force main maintenance letter to consultant for FDEP due to upsize of forcemain under US1 for future use.
 - Transfer Station Lift Station Upgrades – Ninety percent plan review comments were sent to the Consultant by the Utilities and Engineering Departments – awaiting receipt of final plans.
 - Final edits of Sewer Use Ordinance underway with Legal and forwarded to FDEP for review. 1st Reading of Ordinance 2011-37 Amend Chap 22 Section VII. Water Conservation Ordinance.

Public Works – Utilities Division

- Water Distribution
 - Exchanged 49 residential, installed 8 new residential water service
 - Responded to and/or repaired 5 water service leaks
 - Flushed 3 cloudy water complaints, 1 low pressure complaints, replaced 10 water meter boxes
 - Tested a 2-2" water meters for accuracy, meters are accurate. Scheduled 2 commercial facilities for water meter tests

- Tested 3 city owned backflow preventers, all tested good
- Completed the notification, shutdown, and replacement of the fire hydrants at 502 S Beach St and 107 Harvard Dr, Locate and measure depth of 15 fire hydrants to be replaced in the next year of Replacements
- Repaired 2-2" main breaks on Royal Palm Dr and Riverwood Dr
- Flushed Loyola Dr, Harvard Dr, Peninsula Dr, Kent Dr, Arroyo Parkway Area, Spring Meadows Subdivision. Flushed and replaced filter at 59 Arroyo Parkway
- Located and exercised valves on Harvard Dr, Loyola Dr, Peninsula Dr. Shutdown and bury abandoned valve on Seldon Dr
- Activate new water main - connect 19 new water services on Seldon Dr.
- Backfill and sod excavation site on Ocean Grove Dr, Lucky Dr, Ormond Parkway, Ocean Shore Blvd, John Anderson Dr, Carol Rd

- Water Treatment
 - Delivered to the City 33.392 million gallons for the week ending Sept. 25th, 2011 (4.770 MGD)
 - Backwashed 11 filters for a total of 428,000 gallons backwash water.
 - Produced and hauled 54 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.
 - Sampled and cleared for rescinding six Precautionary Boil Water notices.
 - Completed repairs to all Rima Ridge well flow meters into SCADA system.

- Waste Water Collection - Reuse
 - Crews responded to one trouble call Breakaway/Hunters Ridge area and one in town.
 - Televised – cleaned five sewer laterals.
 - Line cleaning crew cleaned 2,488' of sewer mains this week.
 - TV crew televised 1,456' of sewer mains
 - Repaired sewer lateral at 3 Holly Ridge Tr.
 - Repaired 3" irrigation line at 36 Shadow Creek.
 - Repaired 1.5" low pressure sewer line at 196 Black Hickory.
 - Locate and remark sewer & irrigation valves in Hunters Ridge Sub.
 - Cleaned reclaimed filter at Tomoka Oaks Golf Course.
 - Checked irrigation system at Breakaway and Hunters Ridge.

- Waste Water Treatment
 - Domestic and Industrial Wastewater flow was 35.51 Million Gallons.
 - Produced 16.75 Million Gallons of Reuse.
 - Produced 18.76 Million Gallons of Surface Water Discharge.
 - Influent flows average for week is 5.07 MGD, plant designed 6 MGD
 - Hauled tons of sludge 179.60 (14%-18% Solids).
 - Chronic Bioassay Sampling completed.
 - Re-evaluation sampling for the Local Limit Nickel is completed.
 - Discharge Monitoring Report is completed and submitted 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
 - Tested well 35R for operations, found all ok
 - Granada Booster station pump not operating - found the phase monitor was bad, replaced. Also found the sump pumps were not working either. Replaced discharge line.
 - Replaced 6" blow down plug valve on Claricone #2.
 - Pulled apart an old Water Specialties flow meter for replacement gears for well 37R.
 - Installed rebuilt flow meters at Shadow Crossings Fire suppression/ irrigation system.

- Installed new sample port at State Park Booster Station.
- Reassembled the new H.S.P. #4, entire pump will be replaced as the internals to old HSP #4 were to worn to be reused.
- Conducted Interviews for the replacement Plant Pump Mechanic position.
- Installed "No Trespassing" signs and gate locks on the new wells at Rima Ridge.
- 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 – Reuse System

- Deragg Influent #1, Influent pump #2 is inoperable due to rag jammed in impeller. Pump #3 has bad VFD and is therefore inoperable as well.
- Dosage Meter – replace foot valve
- Chlorine Contact Tank – repair vacuum pump used for cleaning tanks
- Dewatering Station – fabricate visible tank level float for operators
- Scum Well #1 – fabricate weather cover for winch assembly
- Oversight of Danus Utilities replacement of riser pipes and guide rail brackets to 7M1 liftstation due to riser pipe splitting at discharge elbow.
- Reaeration Tank – fabricate screens for submersible aerators to possibly stop rags from gaining entry into and jamming aerator blowers.
- 1M – repair leak between wet well & valve box
- Feed Pump #1 – adjust pump packing as needed
- Replaced 2 control fuses at Dewatering station.
- Replaced power cord on Sampler.
- Installed Digital input board on Castle gate RTU.
- SCADA liftstation repair to 13 stations.
- Assisted contractors with plant rehab activities
- Assisted operations staff cleaning tele-valves on clarifiers.