

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: September 7, 2012

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:

- Held quarterly staff meeting with Directors and Division Managers
- One-on-one meetings with commissioners and Economic Development Director to provide economic development updates
- Reception for new City Clerk, Scott McKee
- Weekly meeting with HR Director
- Bi-weekly meetings with Planning Director, Economic Development Director and Fire Chief.
- Met with staff on potential lacrosse sports event at the sports complex

Spoke to, attended and/or met with:

- Phone conversation with Mr. Patrick Daugherty regarding restaurant outdoor dining with dogs
- Phone conversation with Larry Volenec of FPL regarding power outage issues at the business park
- Weekly conference call with FCCMA staff
- Photo shoot with News-Journal for 2012 Influential Women in Business recognition
- Met with Jim Schultz, citizen, regarding City's water treatment processes

Community Development

- Planning
 - Staff attended the following meetings this week:
 - The Economic Development Director and Planning Director met with Garry Connors to discuss the expired site plan for US1 N and what was the minimum needed to have the plans reapproved. Information needed to support economic incentives at the site were also discussed.
 - Staff met with a developer who desires to build 27,000 square feet of commercial space between Lowes and Chelsea Place. The property is currently part of a larger enclave.
 - Neighborhood meeting on the Sunoco site on A1A. Only a few residents attended the meeting. It does not appear that residents have concerns regarding the redevelopment of the vacant gas station site to a Sunoco.
 - The Planning Director is a member of School Interlocal Agreement subcommittee and was delegated the task of developing an exemption of school concurrency in urban redevelopment and infill areas. The position paper detailing the issues, the definition of what is an infill and urban redevelopment area, the pros and cons of the exemption and the recommendation itself was developed and forwarded back to the Subcommittee Chair for presentation to the full committee.
- Building Inspections, Permitting & Licensing

- Issued 73 permits with a total valuation of \$10,435.552.00
- Conducted 144 inspections
- Issued 5 new business tax receipts
- Development Review
 - Meetings with applicants:
 - Met with representatives of Sunoco to discuss all three sites in the city. Staff had a pre-application conference with Sunoco and expects a PBD application for all three sites. Each site has compromises required of both sides, some of the compromises exceed code standards. It appears that the site located downtown will be supported by staff since both sides compromised on what was needed to make this site different than the other convenience/gas stations being built on A1A and at the SR40/I-95 Interchange.
 - Marshside has filed an amendment to the previously approved Marshside Village PRD plan. Based upon current market conditions, lots appear to be smaller but are more marketable. The revision includes a density increase but within the original land holding capacity established for the site and the plans include for the first time architectural requirements for single family homes. This is the first PRD that has contained residential architectural requirements to include a ban on the same house elevation style within 5 lots of the established house style.

Economic Development

Economic Development

Ormond Crossings

- The Planning Board held a workshop on June 18 for staff to present the proposed Master Plan and design standards documents. Staff is reviewing the material presented at the workshop and will schedule a public meeting as soon as possible. Following the meetings with the Planning Board, staff will present the finding to the City Commission for review and approval.
- Staff is arranging a meeting with a Jacksonville Industrial Developer to visit Ormond Beach and visit the Ormond Crossings property.

Airport Business Park

- Staff is working with existing businesses on possible expansion projects. The property search includes both existing commercial and industrial space and preparing conceptual plans for the use of the available City land located along West Tower Circle in the Business Park.
- Staff met with representatives of Florida Power and Light to determine ways to reduce power issues in the Park during moderate to heavy wind events. Staff walked the power line easement with FPL representatives to determine the area of vegetation clearing necessary to reduce power interruptions to the businesses in the Park. FPL has agreed to vegetation trimming. A power outage occurred this week and staff was in contact with the FP&L representatives and with all the businesses in the Park. FP&L is expected to notify the City and businesses of the problem and short and long term solutions to these ongoing incidents of power disruptions.

Ormond Beach Chamber and Main Street

- Staff meets with the Chamber's Economic Prosperity Committee on a monthly basis to discuss economic development initiatives.
- Staff meets monthly with members of the Main Street Economic Restructuring Committee to discuss potential development opportunities in the district. Discussions include identifying potential development sites and business uses within the CRA district. Staff presented economic development incentive programs used by the City of Delray CRA. Staff will be visiting the City of Delray next week with representatives of Main Street to

learn more about the Delray CRA economic development incentive programs. The Committee will formulate an incentive program that will be presented to the Main Street Board and City Commission.

Prospective Business Attraction/Retention/Expansion

- Staff has concluded the annual business visits to survey existing businesses regarding their outlook of the economy and to present a variety of county and state economic development material. Staff has prepared a summary report, which will be provided to the Commission in September.
- Staff attended the 2-day International Council of Shopping Center's annual trade show in Orlando. The marketing material prepared for the trade show was distributed to various retailers and developers. Staff will be contacting the retailers to provide more detail on the available properties in Ormond Beach.
- Staff contacted the property owners of the Food Lion along East Granada Boulevard and discussed possible users of the property and any assistance the City can provide to attract a replacement grocery store at that location. Staff is in contact with the real estate agencies representing the property owner and Food Lion to discuss retail reuse opportunities. An Orlando Real Estate firm has been recently hired to market the property. The Broker is in discussion with other food grocers to reuse the property. Much of the equipment has been removed from the store.
- Staff met with Volusia County Economic Development staff to discuss assistance with the various Enterprise Florida economic development incentive program applications.

Special Economic Development Projects

- Staff is preparing the details for the Economic Development/Business Assistance Fund for discussion with the Commission.

Airport Operation and Development

- Staff participated in a General Aviation Airport Security Assessment conducted by Kimley-Horn and Associates, Inc. on behalf of the Florida Department of Transportation.
- Staff has been apprised that a federal grant offer has been approved for the Taxiway Alpha Relocation and General Airfield Improvements Project. This grant agreement between the City and the Federal Aviation Administration will be on the September 18th City Commission agenda.
- The City has retained the services of Slack, Johnston & Magenheimer, Inc. to perform an appraisal and initial valuation of certain airport parcels due this year. Appraisal activities have already begun and are expected to be complete by mid-October.
- Verizon Wireless has apparently completed repairs to the lighting systems on their wireless communications tower located at 1203 US Hwy 1 in Ormond Beach, which is within the Airport Traffic Area.
- Staff continues to work with CKS Productions regarding a proposal to host a large community event at the airport. CKS Productions provided a scaled proposal that staff forwarded to the FAA for evaluation and approval. The FAA raised several issues that the company would need to address before an event could be planned at the Airport.
- An updated survey has been completed for the proposed TowerCom communications tower site at the airport. A proposed option and ground lease agreement is under review, and staff continues work to prepare this and other materials for review and approval by the FAA.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Finalize the five-year Capital Improvement Program.
 - Finalize the FY 2012-13 personnel and operating budget.
- Completed Projects - Weekly

- Processed 34 Journal Entry Batches (# 4692 – 4753).
- Approved 31 Purchase Requisitions totaling \$575,151.01.
- Issued 47 Purchase Orders totaling \$514,866.67.
- Mailed Letter of Intent to Award for Bid No. 2012-21, North Halifax Drive Rehabilitation, on 9/4/2012.
- Prepared 111 Accounts Payable checks totaling \$1,514,083.85 and 33 Accounts Payable EFT payments totaling \$1,094,728.13.
- Prepared 35 Payroll checks totaling \$30,564.02 and 319 Direct Deposits totaling \$387,645.75.
- Transferred IRS 941 payment of \$135,544.79.
- Processed 4,455 cash receipts totaling \$1,423,114.71.
- Processed 1,231 utility bill payments through ACH totaling \$74,188.55.
- Processed and issued 969 utility bills with billed consumption of water of 4,193k.
- Issued 529 past due notices on utility accounts.

Grants/PIO

- Public Information
 - Press Releases
 - Open Gymnastics Workout
 - Nova Community Center – New Hours
 - Just Twistin' Hay (9/15)
 - FPL Tree Trimming
 - Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Attended CodeRED Training
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Held two (2) separate sole purpose meetings for FRDAP grant applications.
 - Attended QLB meeting and presented proposed FRDAP applications.

Fire Department

Weekly Statistics

- Fires: 5
- Fire Alarms: 5
- Hazardous: 4
- EMS: 66
- Motor Vehicle Accidents: 13
- Public Assists: 39

TOTAL CALLS: 132

- Aid provided to other agencies: 19 calls – Volusia County (11), Daytona Beach (8)
- Total staff hours provided to other agencies: 14
- # of overlapping calls: 22
- # of personnel sent with EVAC to assist with patient care during hospital transport: 2
- Total EMS patients treated: 55

Training Hours

- Driving: 2
- Emergency Medical Conference: 12
- Extrication: 2
- Tactics: 6

TOTAL TRAINING HOURS: 22

Station Activities

- Updated 4 pre-fire plans.
- Conducted 3 fire inspections.
- Provided tour of Fire Station 92 to a small group of children.

Significant Incidents

- 8/30/12, 4:09 AM: Oakmont Circle – Structure Fire – A/C unit in enclosed porch caught fire – extinguished fire and removed unit from wall – utilized thermal imaging camera to check for fire extension in walls – heavy smoke damage to porch and heat damage to windows and furnishings – performed ventilation of structure.
- 9/1/12, 12:14 PM: Crooked Tree Trail – Hazardous Condition – Two story residence with smoke showing on second floor – air handler cover removed to reveal burned motor and melted material – investigation performed in attic and thermal imaging camera utilized with no additional findings.

Human Resources

Staffing Update

- Approved/Active Recruitment
 - Public Works Department/Wastewater Plant – Treatment Plant Operator “A”, “B” or “C” (re-advertised the position) advertised on City web site and will remain open until filled. A total of seven (7) applications have been forwarded to department for review. Division has asked HR to remove ad from website in anticipation of re-evaluating the current position needs of the division.
 - Public Works Department/Engineering – Civil Engineer position was advertised on the Florida Engineering Society web site and the City web site on 06-01-12 and will remain open until filled. Twenty (20) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review. Interviews were conducted with four (4) candidates on 07-13-12. Department requested that the position be re-advertised on the Florida Engineering Society (FES) web site and the American Public Works Association (AWPA) web site on 08-23-12 as open until filled.
 - Leisure Services Department/Community Events - PT Community Events Technician was advertised and will remain open until filled. Currently, four (4) applications have been received and forwarded to the department for review.
 - Leisure Services Department – Performing Arts Center – PT Custodian was re-advertised 08-28-12 with a closing date of 09-14-12.
 - Leisure Services Department/Athletic Fields Maintenance – The Maintenance Worker III position was advertised on the City web site and in-house on 08-22-12 with a closing date of 08-31-12.
 - Leisure Services Department/Recreation - PT Recreation Leader (SONC) was advertised with a closing date of 08-23-12. Five (5) applications were copied and forwarded to the department for review.
 - Public Works Department/Streets – Maintenance Worker II was advertised with a closing date of 09-14-12.
- Screening/Interviews Scheduled
 - Leisure Services/Recreation (Sports) - Part Time Recreation Leader. Part Time Recreation Leader position was advertised on the City web site with a closing date of 03-

- 23-12. Seven (7) applications were received, and interviews have been conducted. Selected applicant did not pass pre-employment processing. On 06-06-12 this position was re-advertised with a closing date of 06-22-12. Four (4) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review. Interviews were held the week of August 13th.
- Finance Department – Meter Reader position was advertised on the City web site and in-house on 08-24-12 with a closing date of 08-31-12. Interviews for two (2) vacant meter reader positions were conducted with seventeen (17) applicants on 09-06-12
 - City Attorney’s Office – Paralegal position has been advertised on the City web site and in-house on 08-24-12 with a closing date of 08-31-12. Eleven (11) applications have been received and forwarded to the department for review.
 - Finance Department - Account Clerk II was advertised with a closing date of 08-24-12. Fifty-nine (59) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review. Interviews with four (4) applicants were held on 09-06-12.
 - Public Works Department/Water Distribution – Maintenance Worker III was advertised with a closing date of 08-24-12. Fourteen (14) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review. Interviews for five (5) applicants have been scheduled for 09-07-12.
- Background/Reference Checks
 - Police Department – A conditional offer has been made to a candidate for the vacant Police Officer position. This candidate was first on the eligibility list and pre-employment processing is being conducted.
 - Public Works Department/Engineering – A Permit Technician candidate has been selected and the pre-employment screenings are in progress.
 - Terminations/Resignations/Retirements
 - FY Attrition – M/E 8-31-12: 3.99% (excluding retirements)
 - Finance Department – Meter Reader effective 09-14-12.
 - Public Works Department/Wastewater – Maintenance Worker II in Wastewater Collections/Reuse Distribution effective 09-14-12.
 - Police Department – Police Officer effective 09-07-12.
 - Leisure Services/Athletic Fields – Maintenance Worker II effective 09-05-12.

Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program July 2012 monthly report reflects savings of \$77,770.96 for City residents in the twenty-five months that the program has been in effect in Ormond Beach. Over 1,807 residents have utilized the program during that time.

Training & Development Opportunities

- The City of Ormond Beach LEAPS Academy will be holding a customer service morning make-up training session, “Achieving Success Through *Exceptional Service!*” on Wednesday, 09-19-12.

Risk Management Projects

- Met with Insurance Program Committee regarding options for coverage for Property & Casualty Insurance.
- Attend Claims Committee meeting.
- Met with FHCP regarding biometrics for Mayor’s Health & Fitness Challenge.
- Reviewed final draft of New Employee Orientation. Dry run planned for managers and supervisors in September then implementation in October.

Information Technology (IT)

• Information Systems (IS)

• Work Plan Projects

- Email system upgrade (cloud based) – On hold until Customer Relationship Management (CRM) vendor selection is further along to address potential compatibility issues.
- City Clerk – Document Management and Retention – In a holding pattern to see what the recommendations are from the CRM vendor selected.
- Finance/Community Development – CRM system replacement – Reviewing information, Selection Committee to meet shortly.
- Transparency Website – reviewing work plan received from the City of North Port

• iSeries system (HTE Sungard Naviline) - None

- Windows Servers: - Large number of Windows updates applied to all servers.
- Networking System: - None.
- Work Orders: - 33 New work - 66 completed - 22 in progress
- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	22,085	Inbound E-Mails Blocked	11,037
Delivered Inbound E-Mails	10,924	Quarantined Messages	124
Percentage Good Email	49.5%	Virus E-Mails Blocked	18

- Notable Events: None.

• 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
- Meter GPS locate and ID: 22,502 total, completed 2,284 (10.2%) potable 2,064, Irrigation 220
- Notable Events: None.

Leisure Services

• Administration

Meetings attended/hosted:

- Weekly staff meeting
- Quarterly City Manager staff meeting
- Weekly Public Works staff meeting
- City Commission meeting
- Project ROMP meeting
- Park site visits
- Quality of Life Advisory Board meeting
- Citizen Public Records Request discussion
- Sports Complex facility use discussion
- Tomoka Trail site visit
- FRDAP Sole Purpose meeting – Nova
- FRDAP Sole Purpose meeting – OBSC
- Andy Romano Beachfront Park progress meeting
- Met with Servello to discuss landscaping issues.
- R&R and operating budget reviews with staff.
- Reviewed work completed by contractor performing basketball court resurfacing.

- Had progress meeting with Austin Outdoors to discuss transition.
- Met with painting contractor to discuss progress of Rockefeller Gardens Tower project.
- Attended Public Works staff meeting.

- Athletics
 - The Ormond Beach Shuffleboard Club continued to hold its weekly play on Monday, Wednesday, and Friday at the Sports Complex, at 1pm daily.
 - The Lady Renegades Softball competitive program started their annual fall practices this week at the Softball Quad, Sports Complex, Tuesday through Friday evenings.
 - Ormond Beach Golden Spikes continued practices on Tuesday through Friday evenings at 5:30pm at the Sports Complex.
 - The Ormond Beach Soccer Club continued their fall competitive soccer practices Monday through Friday, 6pm to 8pm.
 - Ormond Beach Pride Football hosted their opening day games (not including their Jamboree) on Saturday at the Sports Complex, Championship Field #7.
 - The City Youth Flag Football Program held their 1st week of pre-season practices this week at the Softball Quad and Kiwanis Field.
 - The City Youth Volleyball Program continued this week, Thursday and Friday, 6pm to 8pm at the Nova gymnasium.
 - The Ormond Beach Soccer Club held their monthly board meeting Wednesday at 7:45pm at the soccer meeting room, Sports Complex.
 - The City Adult Coed Softball League started games this week on Tuesday through Thursday at 6:20pm, 7:30pm, and 8:40pm at the Sports Complex, Field #7. Currently, 9 teams are competing.
 - The City Men's Fall Softball League started their fall season game schedule this week at the Softball Quad, Field #4, with 4 teams currently competing.
 - Seabreeze High School JV Football held their 1st game of the season on Thursday night, 6pm, at the Sports Complex, Championship Field #7.
 - Calvary Christian Academy Varsity Football held their 1st game of the season on Friday night, 7pm, at the Sports Complex, Championship Field #7.

- Athletic Field Maintenance
 - Mowed South Ormond (SONC) outfield and prepped infield for games.
 - Repainted soccer fields at SONC.
 - Cleaned SONC tennis and basketball courts.
 - Tended to the infields, tennis and handball courts at Osceola Elementary school.
 - Mowed infields and outfields at Nova Park.
 - Cleaned skateboard park, tennis and handball courts at Nova Park.
 - Picked up and dropped off equipment to Fleet daily.
 - Made fuel runs for equipment.
 - Cleaned restroom, offices and lunch area of the maintenance building.
 - Mowed the baseball fields 3 times per week.
 - Continued to mow the soccer fields.
 - Continued to mow the softball fields.
 - Replaced sprinklers as necessary.
 - Cleaned Limitless playground daily.
 - Maintenance and cleaning of new entrance sign to the Airport Sports Complex.
 - Prepared all baseball and softball fields for practices daily.
 - Continued spraying pesticide on all ball fields.
 - Edged all clay infields.
 - Prepared recreational and competitive soccer fields.
 - Mowed football fields at Ormond Beach Middle School.
 - Repaired a worn a patch of grass on football field #7 with new sod.
 - Prepped softball fields for men's and co-ed leagues.

- Senior Center
 - September classes and programming coordinated through the Council on Aging were held Monday through Friday.
 - Civil Air Patrol met on Monday from 6:30pm to 9pm.
 - Granada Squares Dance was held on Tuesday from 7pm to 9:30pm.
 - Big Band America met on Thursday from 7pm to 9pm.
 - Tomoka Duplicate Bridge was held on Saturday from 11am to 4pm.
 - Chimaya church met on Sunday from 9am to 1:30pm.

- Performing Arts Center
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: Closed for Labor Day.
 - Tuesday: Show Club, Kopy Kats and CMT held regular classes.
 - Wednesday: Show Club, Kopy Kats and CMT held regular classes. Living Word Family Church met.
 - Thursday: Show Club, Kopy Kats and CMT held regular classes.
 - Friday: Theatre Workshop held auditions. Show Club and CMT held regular classes.
 - The Performing Arts Center is preparing to host the following event:
 - Just Twistin' Hay Band, September 15th, 7pm, \$10.

- South Ormond Neighborhood Center
 - Splash Pad was open daily from 10am until dusk.
 - Closed Monday for Labor Day.
 - Free play basketball from 1pm until close.
 - The fitness room was open from 6pm until 9pm on weekdays.
 - Pavilion was rented Saturday.

- Community Events
 - Assisted with new City Clerk Welcome Reception, Tuesday, September 4th, 6:30pm.
 - Attended Senior Games meeting, assisted with planning of opening and closing ceremonies, marketing and advertising.
 - Site visit and preparation for Saturday, September 8th, Tomoka Trail Ribbon Cutting Ceremony.
 - For the Parade 2012, attended Parade Committee meeting, updated the application and Save-A-Date mailer.
 - Continued processing Employee Health Fair donation(s) mail out and tracking of donations.
 - Weekly administrative tasks, office work, meetings and activities.

- Gymnastics
 - August/September session classes for various age groups and levels continued this week.
 - Open gym was held Monday evening.
 - Concentrated on preparing students for upcoming cheer and gymnastics competitive season.

- 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 various times during the week for those who participated in basketball, ping pong, pickleball, the game room and the exercise room.
- Ms. Debby's dance class began meeting on Tuesday.
- Coed Youth Volleyball continued to practice twice a week.

- The Casements
 - Church services were held at Bailey Riverbridge on Sunday morning.
 - The Casements was closed on Monday for the Labor Day holiday.
 - Tours continued from 10am to 4pm Tuesday through Friday and Saturday from 10am to 11:30am.
 - Classes met this week including Pilates and Yoga.
 - The Casements Camera Club received photographs for their upcoming exhibit on Tuesday afternoon from 4pm to 6pm.
 - The Cobb Cole Law Firm held a public meeting at The Casements from 7pm to 9pm on Tuesday evening.
 - Casements staff previewed the upcoming movie for Friday's "Movies on the Halifax".
 - The Casements Camera Club began hanging their exhibit on Wednesday morning.
 - The Casements Coordinator met with a perspective new instructor on Wednesday morning.
 - The Casements Coordinator attended a planning meeting for the upcoming Home for the Holidays Parade on Wednesday afternoon.
 - The Guild Crafters met in Room 205 on Thursday afternoon.
 - A luncheon rental took place in Bailey Riverbridge on Friday from 11am to 3pm.
 - The Coordinator met with a perspective bride on Friday afternoon.
 - Staff set up for the Gallery reception on Friday morning.
 - The Casements Camera Club held their opening reception for their photography exhibit on Friday evening from 5pm to 8pm.
 - A wedding ceremony took place at Ames Park on Friday from 5pm to 7pm.
 - A wedding rehearsal took place at Ormond Memorial Art Museum and Gardens from 5pm to 6pm.
 - The "Movies on the Halifax" free outdoor movie night program will celebrate 3 years of movies to the community on Friday night with the showing of "Yogi Bear" rated PG. A special birthday treat will be shared with all participants.

- Parks and Irrigation
 - Assembled a new push cart at Memorial Gardens.
 - Took delivery and off loaded 12 new pet waste stations.
 - Repaired a broken trash can at Central Park I.
 - Removed graffiti from Joyce Ebbets pier.
 - Trimmed low hanging limbs at Central Park I.
 - Applied bait for insect control at Rockefeller Gardens.
 - Replaced a trash can lid at Rockefeller Gardens.
 - Removed a broken bicycle rack at Central Park III.
 - Filled in washout by the basketball courts at Central Park III.
 - Replaced the pump for sewer pep tank at Riverbend Nature Park.
 - City wide safety inspections of parks and equipment.
 - Weekly inspections of park facilities for reservations.
 - Secured mechanical/storage room at Central Park II.
 - Checked time clocks City wide.
 - Turned off water on Granada Blvd.
 - Repaired heads at Bailey Riverbridge and under the Granada Bridge.
 - Repaired a broken line at Nova ball fields.
 - Repaired a broken swing line and replaced a head on Nova ball field #5.
 - Ran the system at Airport Business Park.

- Checked Northbrook medians.
- Ran the system at the PAC and repaired damages.
- Repaired washout at Rockefeller Gardens.
- Repaired line breaks on A1A medians.
- **Building Maintenance**
 - Conducted weekly inspection of airfield lighting and signage.
 - Daily preventive maintenance of City vehicles and equipment.
 - Completed fourth quarter preventive maintenance service on City wide A/C systems.
 - Repaired broken A/C at the PAC.
 - Repair a toilet tank leak in the 1st floor men's room at The Casements.
 - Checked wet ceiling tiles in the PAC conference room and determined water leak; replaced tiles.
 - Called appliance contractor for a water leak in the PAC upstairs kitchen.
 - Replaced irrigation pump at Memorial Gardens.
 - Ordered a replacement pump for the City Hall fountain.
 - Checked The Trails bridge for the repairs needed.
 - Adjusted pump valves at the SONC splash pad.
 - Repaired toilet running continuous in ladies restroom, 1st floor City Hall.
 - Replaced sloan valve diaphragm in ladies restroom, 2nd floor City Hall.
 - Replaced a flapper in the Wastewater Plant bathroom.
 - Replaced a faucet at the Airport Tower.
 - Set US flags at half staff at Public Works, Police Dept., Fleet and City Hall.
 - Met contractor for keys to Ames House for termite tenting.
 - Called contractor to check all City park restroom timers and automatic door locks.
 - Repaired the gate at the Control Tower.
 - Replaced 4 lights at the Airport.
 - Repaired the fire sprinkler system at the Police Dept.
 - Added 2 receptacles at The Casements.
 - Replaced an exhaust fan at the Bait House.

Police Department

Administrative Services

- Attended the Volusia and Flagler Police Chiefs Association monthly meeting.
- Attended the quarterly Department Head and Division Manager City Manager staff meeting.
- Attended City Commission Meeting and new City Clerk reception.
- New hire employee application process.
- Met with organizers/producers of Heroes Behind The Badge documentary film.

Community Outreach

- PAL programs begin in October
- DARE classes have begun in some of the elementary schools.

Criminal Investigations

- Cases Assigned: 18
- Cases Cleared by Arrest/Complaint Affidavit: 4
- Cases Exceptionally Cleared: 2
- Inactive: 4
- Burglary Business: 2
- Burglary Residential: 1
- Larceny Car break: 4
- Grand Theft: 8
- Offense Against Family/DCF Reports: 1

- Sex Offense/Rape: 1
- Home Invasion: 1
- Narcotics:
 - 4 Buy Walks
 - 3 Buy walk Attempt
 - 1 Search Warrant

Comments:

- Home Invasion Investigation: Incident is still under investigation and the victim has not cooperated with the investigation. It is believed that the suspects are known to the victim and he owed them money. Investigation continues.
- Stolen property located at local pawn shops and charges are expected.

Community Service/Animal Service

- Animal Calls : 62
- Animal Reports: 9
- Animal Bites: 2
- Animals to Flagler Humane Society: 11 (cats)
- 1 Dog Returned to Owner
- 1 Animal Notice of Violation
- 1 Animal Citation
- CSO's assisted in setting up Abilities test for new police hire

Records

- Walk - Ins / Window 112
- Phone Calls 155
- Arrest / NTA'S 23
- Citations Issued 143
- Citations Entered 137
- Reports Generated 140
- Reports Entered 148
- Mail / Faxes / Request 40

Patrol

- Total Calls 1,639
- Total Traffic Stops 203

Operations

Crime Opportunity Reporting Forms issued: 203

- 8-30-12 Disturbance at 1227 Fernway Dr. A juvenile was arrested for domestic violence.
- 8-30-12 Disturbance at 9 Coquina Cliff Way, an adult female was arrested for violation of an injunction.
- 8-30-12 Shoplifting at Walmart, one male arrested on an open arrest warrant.
- 8-30-12 Burglary at 278 Tomoka Ave., a trailer was stolen from an open garage.
- 8-30-12 Disturbance at 315 McIntosh Rd., an affidavit was filed for domestic violence.
- 8-31-12 Theft at 405 Lincoln Ave of scrap metal.
- 8-31-12 Shoplifting at Beall's 1478 W. SR-40., adult male arrested for retail theft.
- 9-01-12 Disturbance at Econo Lodge 1567 N. US-1 between residents. Manager was informed of the eviction process.
- 9-01-12 Narcotics at 524 S. Yonge St., resident arrested on drug charges.
- 9-01-12 Assault at 707 S. Atlantic Ave., male subject was arrested for battery.
- 9-02-12 Warrant Arrest at 500 Shadow Lakes Bv., adult male arrested on open warrant.

- 9-02-12 Shoplifting at Walmart, adult male was charged with retail theft.
- 9-02-12 Trespassing at Bailey Riverbridge Gardens, transient was charged with trespassing after a warning.
- 9-03-12 Car Burglary at 910 S. Atlantic Ave, window was broken out, nothing taken.
- 9-03-12 Theft at Tropic Sun Towers 591 S. Atlantic Ave., money missing from guest's wallet.
- 9-03-12 Theft at 263 Jefferson St., license tag was stolen from a vehicle in driveway.
- 9-04-12 Shoplifting at Walmart, suspect stole \$800.00 worth of merchandise.
- 9-04-12 Theft at 126 Benjamin Dr., large amount of jewelry missing from the home over a long period of time.
- 9-05-12 Theft at 299 Kenilworth Ave., impact drill was stolen from the business.

Traffic Unit

- 12-08-00557, Crash w/Injuries, 900 BLK N US 1. Vehicle pulled out from the River Grille Restaurant in front of a southbound vehicle. Both vehicles disabled and one occupant hospitalized.
- Assisted Florida Highway Patrol with traffic control for serious crash involving bicyclist on Old Dixie Highway north of Tomoka State Park.
- Extra patrol beachside during Labor Day. Radar enforcement on Granada Bridge. Parking enforcement conducted near the beach approaches. Heavy traffic.
- Labor Day DUI crackdown conducted and completed.
- New radars have arrived from our awarded incentives courtesy of Florida Department of Transportation. They are being assigned and distributed.
- Riverside Drive Community Policing Project completed this week.
- Traffic Citations 119
- Parking Citations 2
- Crash - No Inj. 8
- Crash – Injury 6
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
 - Central Park Corridor
 - Fleming Avenue
 - Hand Avenue (including detour routes)
 - Division Avenue
 - N. US 1
 - N. Beach Street
- Enforced Complaints:
 - John Anderson Drive
 - Clyde Morris Blvd.
 - Riverside Drive
 - Beach Street
 - Southern Pines (parking)

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 4 Cases Initiated
- Zone 2: 5 Cases initiated
- Zone 3: 1 Cases initiated
- Zone 4: 4 Case initiated
- 4 signs have either been removed or sign cases created
- 7 tree removal permit requests
- Administrative staff assisted with three walk-in and forty-seven (47) telephonic inquiries

Below are status updates by zone from the Neighborhood Improvement Division regarding inspections that have been requested through the City Manager's office.

Zone 1:

- 1) 153 E. Lindenwood Circle – Received a complaint about the condition of the residence. The property is in foreclosure. The gutter system is in disrepair. There is probably some fascia work that needs to be done. There is also a torn tarp located partially on the roof to the rear portion of the residence and partially on the ground. NID will process cases with regard to registration of the property and use of tarp for an extended period of time. No other issues can be addressed at this time. The roof repair is scheduled to be completed by August 22, 2012. Repairs have not been made. A \$50 citation and notice of hearing has been issued. This case will be presented to the special magistrate on Sept. 24, 2012.
- 2) 152 Dix Avenue – A complaint was received with regard to two addresses in that they are occupied by Wyo-Tech students and that there appear to be permit issues with regard to building conversions. The only violation that exists is renovation work done on 152 Dix Avenue without benefit of a permit. A notice of violation was issued providing 30 days from receipt to have the violation corrected. The letter was signed for on June 28th. The owner has until the end of July to obtain permits or change the detached structure back to a garage. Permits may also be required to make any further changes to this structure. The owner has stopped cooperating with staff. A citation of \$100 and notice of hearing has been issued to the property owner for the illegal conversion of accessory building. This case is scheduled for the Special Magistrate hearing on September 24, 2012.

Zone 2:

- 1) S. Ridgewood Avenue – From W. Granada Blvd. to Division Ave. – Staff received a complaint regarding the condition of the entire area. The following cases are still being acted upon:
 - 144 S. Ridgewood Ave. – This is a site maintenance case dealing with outside storage of personal property. The owner has long since been notified and has made some effort to clean the property yet there is still a significant amount of storage remaining. A \$50 citation and notice of hearing has been issued. This case will be presented to the special magistrate on Sept. 24, 2012.
 - 301 S. Ridgewood Ave. – C. Wright Landscaping, Inc. is being operated from this property. A Home Occupational License exists. The owner is in violation of the conditions of the home occupation license in that a boom truck, wood chipper, and stump grinder were observed in the driveway. A notice of violation has been previously issued. A citation and notice of hearing were generated on July 25, 2012. This case has been rescheduled from the August 27, 2012 special magistrate hearing to Sept. 24, 2012.

Public Works

• Engineering

Construction Projects:

- Roadway Resurfacing - All of the scheduled project streets have been resurfaced. Contractor is working on schedule for milling and resurfacing of the City Hall and Casements parking lots.
- Transfer Station Pump Station - Contractor expects pumps to be received towards the end of September, after which all other equipment for the project is expected to be ready and construction activities will commence.
- Airport Rd. Forcemain Extension/Reclaimed Water Main Extension – Approximately 1,150 feet of reclaimed watermain pipe was installed along N US1 and Airport Rd. Booster pump vault for the reclaimed watermain was installed on Airport Rd. The project is currently approximately 75% complete.

- N. Halifax Dr. Improvements - Award of bid has been submitted, scheduled for September 18.
- Tymber Creek Phase I – Disposition item was submitted for October 2nd CC meeting regarding the project bid results received by Volusia County.
- Central Park Paving – Contracts are being executed.
- Tomoka State Park - Construction is complete. Staff is coordinating a ribbon cutting event for the opening, which is set for September 8th.
- US1 & Nova Turn Lane - The FDOT contractor began construction on June 24th. The work is scheduled to be completed by September 15th.
- Sanchez Park Playground – A pre-construction meeting is scheduled for September 7th.
- OBSC T-Ball Fields – The contractor is currently grading the site, importing and stockpiling the balance of the recycled asphalt for the new parking lot surface, and installing the underground storm drain.
- Side Street Lighting Conversion - Staff is processing the contract so the materials can be ordered.
- Andy Romano Beachfront Park – The contractor has installed water mains, sewer, and storm mains east of the CCCL line. Service connections were made and meters set on the west side. Construction of the storm water collection system is almost complete. CMU's are being placed for the walls for the restroom/concession building. Other site work is commencing.
- Hand Avenue – The contractor has completed the installation of underground utilities in the first phase work area and is now working on the road reconstruction. On Monday August 20th the contractor began work on the phase 2 work area which will close Hand Avenue from Nova Road to Oak Brook Drive and begin utility work on that phase. Work is progressing on schedule.
- Wastewater Treatment Plant Expansion and Rehabilitation – Work has completed on Clarifier 4, Carrousel/Reaeration blowers, RAS/WAS Pump Station, Acetic Acid Feed Structure, Electrical Building and generator, Screw Pumps, and Chlorine Contact Tank. The contractor has indicated their intent to keep two crews working throughout the project which will accelerate the project's completion by 78 days.

Design Projects:

- Granada Underground Utilities – met with South Daytona to discuss their utility undergrounding project. Staff also talked with South Daytona's consultant to discuss the details for the project contract procurement method used. .
- South Peninsula 2-inch Water Main Replacement - A walk through of the affected streets was held with the consultant to confirm the project's approach. A meeting with the affected residents to introduce the project to the public is scheduled for September 19th at 6:30 PM at The Casements.
- Audible Pedestrian Signals - Consultant has submitted 60% plans to FDOT.
- Mainland 2-inch Water Main Replacement - Received 60% design plans. Performed site visit to refine design for cost reduction while taking into consideration reducing customer inconvenience and disruption to landscaping, driveways, etc.
- North Peninsula 2-inch Water Main Replacement - Held 60% design review meeting. A meeting with the affected residents to introduce the project to the public is scheduled for September 26th at 6:30 PM at The Casements.
- SR40 Washington to Beach St - FDOT is currently reviewing the proposed street light relocation design plans.
- Nova Street Light Painting - Received written quotations for street light repainting. Processing purchase order.
- Nova Community Park Basketball Court – Contract award is scheduled for the October 2nd City Commission meeting.

- Nova Community Park Racquetball Court - Contract award is scheduled for the October 2nd City Commission meeting.
- Nova Community Park Master Plan - The proposed plan is scheduled to be presented to the Leisure Service and Quality of Life Boards in September.
- Downtown Banner – The project consultant is designing the proposed foundations for the banner poles at Washington Street.
- Downtown Medians – Staff received the first round of FDOT comments and is working to address for re-submission.
- John Anderson Drive – Consultant has submitted 90% plans. Staff will review the plans.
- Central Park Lake Interconnects – Division Ave. and Hammock Lane - Project to interconnect the Central Park lakes 1 & 2 and 2 & 3. SJRWMD has notified consultant that permit has been approved and will be issued. Final Plans were submitted. Staff intends to submit plans for approval to bid to the City Commission in October.
- Riverside Drive Drainage Improvements – Received approval from FEMA for a Repetitive Flood Claim (RFC) grant which will fund 100% of the estimated cost of drainage improvements to address flooding in the rear of properties along Riverside Drive that occurred during the 2009 May storm event.
- Wilmette Avenue Bypass Pump Station – FEMA approved the Phase I (Design) for the bypass pump station facility at Wilmette by Thompson Creek. This project would include the ability for staff to set pumps during critical storm events adjacent to the road that would provide for emergency bypass pumping of Thompson Creek without having to set pipes across the road and close the road as occurred during the May 2009 storm event. Recently received word that FEMA has approved the Phase II portion of the grant which includes construction phase. FEMA will be sending the grant agreement for City Commission approval.

Administration:

- Processed work authorizations totaling \$7,180
- Grant Administration: Submitted reimbursement request #1 for \$17,435 to FDOT for the Audible Pedestrian Signals LAP Agreement
- Nova Road Landfill Closure - Semiannual ground water monitoring report was submitted to FDEP.
- Attended FDOT workshop for interactive plan review pilot study.
- Reviewed FDOT Design Plans for the roadway resurfacing and sidewalk improvement project on N US1 from SR40 to Nova Rd.
- Worked with FDOT consultant for LAP project EEO compliance audit.
- Held weekly progress meeting for Andy Romano Beachfront Park.
- Held weekly progress meeting for Hand Avenue Improvement project.
- Residential SWMP Permits review and filing (on-going)
- Magnolia wall measurement (on-going)

Other:

- Researched and created pdf drawings of the Nova Rd/Division Avenue intersection.
- Created pdf drawings of proposed SR40 resurfacing, and supplied to requested recipients.
- Completed research regarding the accuracy of sketch and legal description of 1438 and 1444 North US1 per Planning Department/Volusia County GIS request. Determined document is correct & accepted by the County.
- Created Exhibit boards of Beachfront Park proposed building color schemes
- Completed tree locate on Hernandez Avenue per Streets request
- Began reviewing survey of well 21 easement and adjacent lot to determine owner's property line location

Customer Service:

- Researched and created drawings and work in the right-of-way permits for FPL and Sunesys LLC.
 - Completed site visit to check on berm construction at 31 Amsden to bring rear of lot into SWMP compliance, per homeowner request.
 - Investigated standing water drainage complaint for a roadway intersection.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Formed two driveways on Pine Cone Trl.
 - Backfill and pulled forms on Magnolia Cir, Hunters Ridge Blvd., and Amelia Ln.
 - Prepared concrete slab for Water Distribution Section at 1800 block of John Anderson Dr.
 - Assisted in picking up yard debris on Hand Ave and Fred Gamble Way
 - Ground sidewalks in Zone 8
 - Formed an asphalt patch on Parkwood Dr.
 - Repaired potholes in Cassen Park
 - Picked up "57" stone from supplier

Tree Crew

- Trimmed at City yards and City Hall (including Corbin St. parking lot at school).
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Removed an oak tree at City Hall
- Removed stumps – various locations

Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads at all City parks, Airport Sports Complex, and Old Tomoka Rd.
- Graded boat ramps at Fortunato Park, Central Parks II, III & IV and Division Avenue
- Daily maintenance of various vehicles in Public Works Yard
- Printed daily work orders and distributed for job assignments
- Placed new Streetscape banners on Granada Blvd.
- Placed holiday flags on bridge

Sign Shop

- Repaired, replaced or installed signs at the following locations:
 - Replaced stop sign post at Pineland Trl and Tymber Creek Rd.
 - Straightened stop sign post at Ormond Green Rd and Airport Rd.
 - Replaced 25 mph speed limit sign post at Melrose Ave and Andrews St.
 - Installed (2) park hours signs for Parks Section
- Placed HIP tape around (2) ballasts at entrance of Tomoka State Park
- Inspected signs in various location that may require attention.

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected

- Flooding issue at northeast corner of Fleming Ave and N Center St. No pipes or basins in area – drainage study needs to be performed.
- Sprayed ditches at Division Ave, Cherrywood Dr. Hidden Hills Dr., Andalusia Ave., and pond at S Nova Rd.
- Reachout Mowing: SR40, Nova Rd ponds, Lakerbridge Dr., and Arroyo Pkwy.
- Brushhog Mowing: SR40, FDOT ponds
- Vactor:
 - Santa Ana Ave, 1 basin, 30' x 18"rcp
 - Deer Moss Trl, 1 drywell
 - 500 block of N Yonge St, 1 basin, 100' x 12'cmp
 - Country Club Dr, 1 basin
 - Shady Branch Trl, 1 drywell
- System inspection at Hull Rd culvert pipes under road

Street Sweeping/Streetsweeper

- 110.4 miles of road cleaned
- 21.0 cubic yards of debris removed

• Fleet

Mileage Traveled by all City Departments for the week

28,017

PM Services completed for the week:

Emergency—Vehicles and Equipment

2

Non-Emergency Vehicles and Equipment

16

Road Calls for the week:

1

Quick Fleet Facts:

- Fleet has 13,289 gallons of unleaded and 9,548 gallons of diesel fuel on hand.
- Fuel Used in one week: 1,756 gallons of unleaded and 769 gallons of diesel.
- Fleet completed 43 work orders this week.

• Utilities

- Chemical Bids – Packet for bid award to lowest responsive vendor bids received during the collective bid advertised by the City of Palm Coast was reviewed and is scheduled for September 18, 2012 City Commission meeting.
- Concentrate Disposal Study – A disposition item was approved at the September 4, 2012 City Commission meeting for illustration of project scope of work. A letter explaining the project and purpose for connecting the concentrate feed line to the transfer pump discharge line was requested by Lee Faircloth, representing Volusia County Health Department VCHD. The bid date is established as October 3, 2012.
- Division Avenue Well Field Raw Water Piping – McKim & Creed is modeling the system to determine theoretical chloride concentrations upon majority of the flows from the Division Avenue wells being diverted to the north end of the water plant for treatment by reverse osmosis. The modeling will be completed next week.
- WWTP Dewatering Station Bypass Project – Work is scheduled to begin in October at plant site by B&G.
- Cross Connection Control (CCC) Program Management Services – Developing final CCC plan, ordinance and manual updates to meet current state regulations. Met to discuss how the CCC will affect the implementation of providing reuse to the Breakaway Trails and Hunter's Ridge Service areas. A wastewater operating permit modification is

- being prepared. The CC provided feedback to staff to retool the proposed plan based on several considerations.
- Airport Road Force Main/ Reuse Main Extension – Met on-site to discuss the reclaimed water main crossing under the Tomoka River using directional drilling. Additional information was requested on the retaining wall footing so the impacts of the directional drill could be determined.
 - FDOT State Road A-1-A Left Turn at Lynnhurst Drive – McKim and Creed is preparing the design drawings for this project. Additional information was requested for the Microstation design files provided by WBQ, the FDOT Utility consultant. Stationing data was requested from WBQ, for subsurface utility excavation data. Received a revised set of plans from WBQ for review.
 - Hand Avenue Extension – Contractor performing phase 2 work. Hand Avenue closed from Nova Road to Oak Brook Drive.
 - Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Pump #3 is being retrofitted with a new style impeller by the manufacturer. The retrofitted pump is expected to be installed in September.
 - Ormond Beach Wastewater Treatment Plant Expansion – The carousel and second anoxic basin were drained and are being cleaned. Portions of the equalization tanks are being structurally reinforced. This portion of work is sensitive in that the largest process tank is now out of service for rehabilitation. Operations staff is making necessary adjustments for minimizing disruption to plant stability and corresponding effluent quality.
 - Lift Station Repair and Replacement Project – Contractor (Worsham) final pay request acceptance remains pending. The City was contacted by an attorney representing Worsham although no claim has been filed to date.
 - North Halifax Drive Rehabilitation Reclaimed Water Main Extension – The contract award to P&S Paving is scheduled for the September 18th City Commission agenda.
 - Rima Wells Auxiliary Power Generator – Generator upgrades proposed to provide generator power to additional two existing wells. The revised design proposal prepared by John Searcy & Associates for the project is being reviewed.
 - Sanitary Sewer Pipeline Repair – Specifications to repair gravity sewer by lining are being prepared.
 - Town Square, 4M1, 9M and Wal-Mart Lift Station Rehabilitation – Electrical plans and specifications are being reviewed.
 - Tymber Creek Phase 1 Utility Relocation Project – Bids were obtained by Volusia County as part of a Joint Project Agreement for the Tymber Creek widening project between State Road 40 and Peruvian Lane. A disposition item was submitted for the October 2nd City Commission meeting. Masci Construction was the low bidder.
 - Water Plant Aerator Rehabilitation – A continuing Construction Management firm will be contacted for discussing performance of the recommended rehabilitation.
 - Water Plant SCADA – A City Commission agenda item is being prepared to recommend 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.
 - SPRC: Reviewed revised plans for Dr. Batniji Medical Center. Reviewed plans for Hudson Technologies Fire Connection Line. Received plans for Marshside. Field checked the status of Destination Daytona RV Storage Center - no construction has been performed to date. Discussed proposed Sunoco Station at the northwest corner of Granada & Yonge.
 - WWTP Sludge Conveyor System Replacement – Brasfield and Gorrie intends to perform the rehabilitation in October. A list of parts for the project was given to the contractor's superintendent.
 - Transfer Station Lift Station Upgrades – Pumps are ordered and expected to arrive in the middle of October.
 - Met with consultant and Finance staff to discuss summary of recent small meter testing activity and meter replacement options for future consideration.

- Water Distribution
 - Exchanged 11 residential and 1 commercial water meters
 - Responded to and/or repaired 12 water service leaks
 - Installed 1 new water service connection
 - Replaced 6 water services due to aged piping
 - Repaired/replaced 6 meter boxes
 - Responded to 3 low pressure complaints
 - Assisted 2 customers with misc. water issues.
 - Tested 2 city owned backflow preventers, 1 needed repair
 - Continued fire hydrant maintenance program: 5 hydrants checked for operation - maintenance needs identified have been completed.
 - Repaired a 6" water main leak on Pine Cone Trail. Re-routed main around oak tree and reconnected three (3) water services. Installed 25 feet of new 6" PVC piping.
 - Shutdown the fire hydrant at Airport Rd and Tymber Creek Rd. Masci Construction moved hydrant to accommodate the installation of a new sewer force main. The fire hydrant was reconnected to the main in a safer area away from traffic and placed back in service.
 - Installed a temporary fire hydrant flushing device on the end of the water main in Chelsea Place subdivision, due to less than optimal chlorine residuals experienced at this location.
 - Utility locate service for Water/wastewater/reuse: 112 regular and 5 emergency locates have been completed
 - Sod/backfill excavations on Royal Dunes Blvd, Palmetto Dr, S Yonge St
- Water Treatment
 - Delivered 33.511 million gallons for week ending Sept. 2, 2012 (Average Daily flow for weekly period @ 4.787 MGD)
 - Backwashed 11 filters for a total of 482,000 gallons backwash water.
 - Produced and hauled 67.5 wet tons of dewatered lime sludge.
 - Operated north & south plant generators for routine PM.
 - Cleaned LPRO skids #1 & #2 with both high and low pH compounds.
- Waste Water Collection – Reuse
 - Crews responded to three trouble calls Breakaway/Hunters Ridge PEP System service area and three in town. Total rainfall for Breakaway Trails (.5") and Hunters Ridge was (.4") from 8/29/12 to 9/05/12.
 - Televised five – root controlled ten – cleaned nine sewer laterals.
 - Replaced broken pep tank rear lids at 64 Saddlers Run
 - Low pressure sewer psi reading for 2 inch mains on Westland Run 24/18 psi, Foxhunters Flat 20/18 psi and 4 inch main on Shadow Creek Blvd. 13/10 psi. (morning/afternoon)
 - Crossroads Contractor crews beginning replacement of old 24" gate valve at reuse tank by fleet.
 - Ongoing flushing of reuse system on peninsula.
 - Checked force main pressure at 1800 US1. Good.
- Waste Water Treatment
 - Domestic and Industrial Wastewater weekly flow @ 38.08 Million Gallons.
 - Produced 13.27 Million Gallons of Reuse.
 - Produced 24.81 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 5.44 MGD, plant designed for 6 MGD
 - Hauled tons of sludge 74.69 (14%-18% Solids).
 - Operations support provided for contractor activities at plant site associated with Phase 1 and Phase 2 WWTP Rehabilitation Project.

- Utilities Maintenance Division

- Water Plant - Well Fields - Booster Stations

- Repaired water line on the Sodium Hypochlorite softener feed line
- Completed installation of new flow meter on well 16D
- Riverview Booster Station: Found main breaker blown and the #1 motor in disrepair. Pulled motor and pump.
- Pumped down Holly Hill Interconnect valve box.
- Fabricated amperage chart recorder to use on HSP #4 and other equipment to get 24 hour averaging to aid in troubleshooting.
- Reset Sand filter effluent valve #4.
- Flushed the hoses for the Claricones and reamed out the injection ports
- Continued monitoring storage tanks and wells at all irrigation stations in Hunters Ridge and Breakaway. All wells functioning
- 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.
- Cleaned shop and put away spare parts.
- Performed Reuse pump station PM's and repairs.

- Wastewater Plant – Lift Stations

- Installed new conduit and wire for control box and E-One Pump system installed at Riverview Park. Also changed service from 220 volt to 120 volt to match existing voltages in system.
- Influent Room – deragged pumps as per Lead Operator
- Installed new pump controller and submersible transducer at Castlegate liftstation. This effectively removes all old bubbler pump station controllers and replaces them with newer equipment
- Painted control cabinet at Breakaway liftstation white to reduce heat.
- Chlorine Dosage Analyzer - replaced water regulator valve – all OK
- Pre-aeration Blower #1 and 2 - 500 hour PM – replaced grease at blower bearings as per O & M requirements
- Fermentation Mixer #2 – Break In PM – changed oils at Seal Chamber and Gear Chamber as per O & M requirements
- Performed PM's (daily, weekly, monthly) to multiple pieces of plant equipment
- Assisted Contractor with Plant rehab activities.
- Deragged submersible aerators daily.
- Liftstation SCADA repairs to 16 stations
- Master Liftstations – pump down & wash down wet well – broke up scum layer in wet wells
- Cleaned shop and trucks and put away spare parts.
- Monthly PM's to 31 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's to 2 liftstations (pulled pumps, inspected and changed seal oil)
- Utilities Division completed 96 work orders as reported in MP2 computerized maintenance management system, of which 68 were PM work requests and 28 were repair work orders.

- Wastewater Collection/ Treatment/ Disposal Regulatory Activities

- Industrial Pretreatment Program: The new permits have been delivered to the City's Industrial - Significant User (IU) facilities connected to the City's sewer system. As allowed per the permit, the IUs have time to review the permit and comment prior to the implementation date of September 30th.

- Reuse Expansion: The new reuse transmission line is currently under construction along Airport Road and US1 to supply reuse to Breakaway Trails and Hunters Ridge. Utility staff is gathering information to apply for a waste water permit modification to include these areas in the reclaimed water service area.
- Water Supply/ Treatment and Distribution System Regulatory Activities
 - Cross Connection Control Program: Staff began reviewing the City's Cross Connection Control Plan. The plan is under consideration to ensure coverage for the expansion of the reuse supply area as well as meeting all regulatory requirements. Many recommendations for modifications were expressed during the meeting and a first draft of the plan is forthcoming.
 - The City's Cross Connection Control contractor issued a comprehensive commercial facility inspection and survey report to staff. Staff is currently reviewing the data to pursue any follow up activities with regard to the city improving compliance with this program.
 - Consumptive Use Permit Unaccounted for Water: Staff has received the results from the City's consultant that reviewed and summarized meter testing results for accuracy of 121 selected residential water meters. The data is valuable in determining how to improve the percentage of unmetered water that is lost throughout the city and Finance was presented options for meter replacement with revenue analysis considerations.

Support Services/City Clerk

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

- Staff attended the weekly City Manager staff meeting
- Staff attended/provided support for the City Commission meeting on September 4, 2012
- Staff attended/provided support for the Quality of Life Advisory Board meeting on September 6, 2012
- Agenda packet preparation and creation for the City Commission meeting on September 18, 2012
- New City Clerk transition started September 4, 2012

Status of Department Projects

- Agenda Automation System
 - Project Status: On Going
 - Continued to provide one-on-one support to City staff
 - Continued working with vendor to correct issues affecting the posting of agendas on the portal that resulted from the last update
- Emergency Notification System (CodeRed)
 - Project Status: In Progress
 - Waiting on vendor to update customer database and geographic information.
 - Staff assisted citizens in signing up for the program.
- Land Development Code (LDC) Conversion
 - Project Status: In Progress
 - Staff continued working with the Planning Department to have the LDC converted to a web based format.
 - Staff monitors and updates LDC amendments as needed on the website
- Mobile Phone Application (myOrmondBeach)

- Project Status: In Progress
- Staff is waiting on vendor to complete iOS version of mobile application.
- Vendor is working on having application accepted in iTunes for distribution

- Records Management System Upgrade
 - Project Status: On Hold
 - Waiting on selection of new Enterprise Resource System before we proceed with the Records Management System upgrade