

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: September 14, 2012

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This is a weekly staff report that is used as a management tool that I thought you might find helpful. The departments are listed in alphabetical order.

### **City Manager**

Reviewed and prepared with staff as follows:

- Weekly staff meeting with Directors
- Weekly meetings with City Clerk, HR Director
- Bi-weekly meetings with IT Manager, Police Chief
- Monthly meeting with Risk Manager
- Weekly budget discussion with Assistant City Manager and Finance Director
- Continued one-on-one meetings with commission and Economic Development Director to provide economic development updates
- Employee of the Quarter committee meeting, selected Officer Brugone

Spoke to, attended and/or met with:

- Attended Tomoka Trail ribbon cutting
- Attended Rotary meetings
- Met with Commissioner Stowers regarding golf ball issues from Riverbend Golf Club.
- Held Meeting with the Manager - some residents there to express concerns about smart meters.
- Met with FDOT, County and City staffs regarding FDOT paving projects for SR40
- Weekly conference call with FCCMA staff
- Held Walking with the Manager
- Met with Lori Partington regarding Black Heritage Trail and Learning Center
- Monthly conference call with FCCMA executive committee meeting

### **Community Development**

- Planning
  - Staff attended the following meetings this week:
    - FDOT Local Agency Interactive Project meeting concerning the paving and milling of SR40 from just west of Tymber Creek Road intersection to US1. East of I-95, the 14 foot lanes on SR40 will be reduced to 11 foot lanes and 4 foot marked bike lanes will be put in. FDOT is also planning to build transit pads for shelters at those bus stop locations where benches exist. Also discussed was the City's proposed gate entry sign at Williamson & SR40 and the need to ensure that the new control box for the mast arm intersection is not a visual obstruction to the sign. West of I-95, 5 foot and 6 foot sidewalks will be put in on the north and south sides of SR40. There are sections of sidewalks that will be missing due to the deep drainage swales. It was confirmed that the intersection of Tymber Creek Road and SR40 will have pedestrian signals and marked crosswalks.
    - The Planning Board conducted a public hearing on the Walmart Special Exception request for temporary outside storage during the Thanksgiving and Christmas holidays and a Land Development Code amendment related to Telecommunication

Tower provisions. As was reported earlier, staff discovered no setbacks existed for camouflaged towers in residential districts.

- A public hearing before the Planning Board for the US1 Corridor Finding of Necessity is scheduled for the October 11<sup>th</sup> Planning Board meeting. Approximately 1,000 individual notices will be sent out informing the property owners of the Planning Board public hearing. The Finding of Necessity is a required step before preparing a redevelopment plan and requesting CRA delegation from the County Council.
- After three years of research, drafting, and review, staff will be processing a Low Impact Development (LID) amendment to the Land Development Code. LID is a stormwater approach to land development (or re-development) that works with nature to manage stormwater as close to its source as possible. LID employs principles such as preserving and recreating natural landscape features, minimizing effective imperviousness to create functional and appealing site drainage that treats stormwater as a resource rather than a waste product.
- Building Inspections, Permitting & Licensing
  - Issued 47 permits with a total valuation of \$257,042.00
  - Conducted 142 inspections
  - Issued 3 new business tax receipts
- Development Review
  - A Special Exception request for an Outdoor Activity related to Bike Week was received for Kickstart Saloon (906 US 1 N). The Planning Board will hear this SE on October 11, 2012.
  - A variance application for 394 Idlewood Drive was received and it is scheduled for action by the Board of Adjustment on October 3, 2012.

### 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. The Legal Department staff is reviewing the material presented at the workshop and a public hearing with the Planning Board will be scheduled as soon as possible. Following the meeting with the Planning Board, staff will present the finding to the City Commission for review and approval.

##### Airport Business Park

- Staff is working with existing businesses on possible expansion projects. The property search includes both existing commercial and industrial space and preparing conceptual plans for the use of the available City land located along West Tower Circle in the Business Park.
- Staff met with representatives of Florida Power and Light to determine ways to reduce power issues in the Park during moderate to heavy wind events. Staff walked the power line easement with FPL representatives to determine the area of vegetation clearing necessary to reduce power interruptions to the businesses in the Park. FPL has agreed to vegetation trimming. FPL has completed their tree trimming along the power lines and they expect to notify the City and businesses of long term solutions to the ongoing incidents of power disruptions.

##### Ormond Beach Chamber and Main Street

- Staff meets with the Chamber's Economic Prosperity Committee on a monthly basis to discuss economic development initiatives.

- Staff meets monthly with members of the Main Street Economic Restructuring Committee to discuss potential development opportunities in the district. Discussions include identifying potential development sites and business uses within the CRA district. Staff visited the City of Delray with representatives of Main Street to learn more about the Delray CRA economic development incentive programs. Staff presented the information on the economic development incentive programs used by the City of Delray CRA to the Main Street committee. Staff is in the process of preparing draft economic development incentive programs that would cover the downtown and citywide economic development projects. The incentive program that will be presented to the Main Street Board and City Commission when completed.

#### Prospective Business Attraction/Retention/Expansion

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

#### Airport Operation and Development

- 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 18<sup>th</sup> 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
  - Preparation of year-end audit.
- Completed Projects - Weekly
  - Processed 40 Journal Entry Batches (# 4764 – 4864).
  - Approved 43 Purchase Requisitions totaling \$586,705.13.
  - Issued 26 Purchase Orders totaling \$429,175.30.
  - Advertized Bid No. 2012-26, Concentrate Monitoring and Disinfection Upgrades, in the News Journal and posted to DemandStar on 9/9/2012.

- Prepared 109 Accounts Payable checks totaling \$290,319.07 and 22 Accounts Payable EFT payments totaling \$102,471.59.
- Processed 3,935 cash receipts totaling \$793,252.65.
- Processed 811 utility bill payments through ACH totaling \$61,587.03.
- Processed and issued 6,157 utility bills with billed consumption of water of 40,441k.
- Issued 1,194 past due notices on utility accounts.

#### Grants/PIO

- Public Information
  - Press Releases
    - Open Gymnastics Workout
    - Nova Community Center – New Hours
    - Nova Community Center...Fall Programs!
    - Walking with the Manager – UPDATED (9/13 instead of 9/14)
  - Other
    - Citizen Contacts
    - Media Contacts
    - Added to and updated items in News & Announcements and other pages on the City's website.
    - Attended Mayor's Fitness Challenge Meeting
    - Attended LMS Quarterly Meeting
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - Attended LSAB meeting and presented proposed FRDAP applications.

#### Fire Department

##### Weekly Statistics

- Fires: 1
- Fire Alarms: 5
- Hazardous: 1
- EMS: 85
- Motor Vehicle Accidents: 4
- Public Assists: 42

##### **TOTAL CALLS: 138**

- Aid provided to other agencies: 11 calls – Volusia County (7), Daytona Beach (2), Holly Hill (2)
- Total staff hours provided to other agencies: 8
- # of overlapping calls: 28
- # of personnel sent with EVAC to assist with patient care during hospital transport: 0
- Total EMS patients treated: 64

##### Training Hours

- Driving: 6
- EMT Refresher: 15
- Extrication: 14
- Tactics: 4

##### **TOTAL TRAINING HOURS: 39**

#### Station Activities

- Updated 21 pre-fire plans
- Conducted 2 fire inspections
- Inspected 68 fire hydrants

#### Significant Incidents

- 9/7/12, 10:20 AM: Division Ave. / S. Yonge St. – Motor Vehicle Accident Three car pile-up – one vehicle had right rear tire upon hood of second vehicle and left rear tire upon third vehicle – one passenger extricated with minor injuries. Accident caused by one vehicle turning in front of another vehicle. Traffic slowed down for 45 minutes while extricating patient. (See Weekly Review article).

#### 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 have been received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review. Interviews were held with four (4) candidates on 07-13-12. Re-advertised on the Florida Engineering Society (FES) web site and the American Public Works Association (AWPA) web site on 08-23-12 as open until filled.
  - Leisure Services Department/Community Events - PT Community Events Technician has been 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 has been re-advertised 08-28-12 with a closing date of 09-14-12.
  - Leisure Services Department/Athletic Fields Maintenance – The Maintenance Worker III position has been 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) has been advertised with a closing date of 08-23-12.
  - Public Works Department/Streets – Maintenance Worker II has been 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 13<sup>th</sup>.
  - Finance Department – Meter Reader position has been 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 has been advertised with a closing date of 08-24-12. Fifty-nine (59) applications have been 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 has been 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 were held on 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. Candidate did not successfully complete background therefore, conditional offer has been withdrawn.
  - Public Works Department/Engineering – A Permit Technician candidate has been selected and the background check is 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 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

- Sent driver license and auto insurance verification notices to departments.
- Attend Mayor's Health & Fitness Challenge meetings.
- Distributed safety newsletter.

#### 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: - None.

- Networking System: - Tuesday: Fiber modem hardware failure. The problem was diagnosed and the equipment replaced by the vendor resulting in some downtime of Internet services during the noon hour.
- Work Orders: - 44 New work - 70 completed - 23 in progress
- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	23,051	Inbound E-Mails Blocked	12,302
Delivered Inbound E-Mails	10,639	Quarantined Messages	110
Percentage Good Email	46.2%	Virus E-Mails Blocked	6

- Notable Events: Attended meeting with the Fire Chief at VCSO's office to discuss utilizing more of the technology services that are being offered as part of the consolidation of dispatch. Attended meeting with Joe Mannarino and a tenet of the business park along with an engineer from ATT to discuss strategies and options to enhance reliability of the data networks at the Business Park.
- Geographical Information Systems (GIS)
  - Addressing Additions: 25 Changes: 29 Corrections: 1
  - Map/Information Requests: 32
  - Information Requests from External Organizations: 2
  - CIP Related Projects (pavement management, project tracking map): 0
  - Meter GPS locate and ID: 22,502 total, completed 2,430 (10.8%) potable 2,200, irrigation 230
  - Notable Events: None.

### Leisure Services

- Administration

Meetings attended/hosted:

  - Administrative Staff Meeting
  - Supervisory staff meeting
  - Public Works staff meeting
  - Park Visits – Romano, OBMS, Sanchez, OBSC, Nova, etc.
  - Leisure Services Advisory Board Meeting
  - Budget Review
  - FY 11/12 Accomplishments; FY 12/13 Goals
  - Progress meeting with Austin Outdoors
  - Met with janitorial contractor
  - Met with Servello and Sons to discuss citywide issues
  - Met with painting contractor to discuss progress of Rockefeller Garden tower project
  - Met with HVAC vendor to discuss PAC replacement unit and duct insulation replacement at FS#94
  - Staff meeting with Building Maintenance, Park foreman and Athletic Fields MW IV
  - R&R budget review
  - Operating budgets review
- 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, Monday through Friday evenings.
  - Ormond Beach Golden Spikes and Ormond Beach Youth Baseball and Softball Assoc. continued practices on Monday through Friday evenings at 5:30pm at the Sports Complex and Nova fields.

- The Ormond Beach Soccer Club continued their fall competitive soccer practices Monday through Friday, 6pm to 8pm.
- Pop Warner Football hosted home games (5) this weekend on Saturday at the Sports Complex, Championship Field #7.
- The City Youth Flag Football Program held their second week of pre-season practices this week at the Softball Quad and Kiwanis Field.
- The City Adult Coed Softball League started games this week on Monday, Tuesday and Thursday at 6:20pm, 7:30pm, and 8:40pm at the Sports Complex, Field #7. Currently, seven teams are competing, with an eighth team joining for the second half.
- The City Men's Fall Softball League continued their fall season game schedule this week at the Softball Quad, Monday and Thursday, quad #4, with 4 teams currently competing.
- Calvary Christian Academy Varsity Football held their second 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.
  - Hosted Seabreeze JV football game Thursday night.
  - Hosted Calvary Christian Academy varsity football game Friday night.
  - Prepped soccer and football fields for weekend games.
  - 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: Show Club, Kopy Kats and CMT held regular classes.

- Tuesday: Show Club held their annual membership meeting. Theatre Workshop, 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 and CMT held regular classes. Kopy Kats had show rehearsal on stage.
- Friday: Theatre Workshop, Show Club and CMT held regular classes.
- The Performing Arts Center is preparing to host the following event:
  - Just Twistin' Hay and Inisheer Irish Dancers, September 15<sup>th</sup>, 7pm, \$10.
- South Ormond Neighborhood Center
  - Splash Pad was open daily from 10am until dusk.
  - Jazzercise classes were held Monday and Wednesday from 5:45 pm to 6:45 pm.
  - Free play basketball took place from 1pm until close.
  - The fitness room is open from 1pm until 9pm on weekdays.
  - A pavilion was rented on Saturday.
- Community Events
  - Coordinated the set up and strike of the Tomoka Trail Ribbon Cutting Ceremony Saturday, September 8<sup>th</sup>.
  - Attended Senior Games meeting.
  - For 2012 Senior Games, assisted with planning of opening and closing ceremonies, marketing and advertising of the event.
  - Coordinated Senior Games open registration September 10<sup>th</sup> through September 14<sup>th</sup>.
  - Updated application and Save-A-Date mailer for the 2012 Parade.
  - Processed Employee Health Fair donation(s), mail out, and tracking of incoming donations.
  - Interoffice mail duty September 10<sup>th</sup> and September 14<sup>th</sup>.
  - Attended State of the City Address meeting, Oceanside Country Club.
  - Walk with the Manager, Thursday, September 13<sup>th</sup>, 8 am, The Casements.
  - 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.
- 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 continues to practice twice a week but practice has been cancelled for this week.
  - Challenger Soccer, a sports program for those with special needs ages 10 and older, began on Tuesday from 5 pm to 6 pm and met at the Airport Sports Complex.
  - Challenger Sports of All Sorts, a new program for children ages 5 to10 with special needs, started Wednesday from 3 pm to 4 pm. The focus is to teach the basic skills needed for sports.

- Jr. Jazzercise is being advertised for children ages 3 to 5 years old. The program will meet Tuesday and Thursday from 10 am to 12 pm.
- The Casements
  - Church services were held at Bailey Riverbridge on Sunday morning.
  - A wedding rental took place at The Casements on Saturday from 2 pm to 6 pm.
  - A birthday party rental took place at Bailey Riverbridge on Sunday from 12 pm to 4 pm.
  - Tours continued from 10am to 4pm Monday through Friday and Saturday from 10 am to 11:30 am.
  - Classes that met this week included Pilates and Yoga.
  - The Casements Camera Club exhibit will be on display the entire month of September.
  - The Guild Crafters met in Room 205 on Thursday afternoon.
  - The Echo Ranger Program Coordinator met with parents for a brief question and answer program and registration on Thursday from 6 pm to 7 pm.
  - Staff set up for a wedding ceremony and reception on Friday morning.
- Parks and Irrigation
  - Replaced missing pickets at magic forest playground.
  - Applied wood sealer for informational plaques to be placed along the Althouse Trail.
  - Assisted Building Maintenance with two-man lift for repairs at Nova Rec.
  - Removed graffiti from men's room at Sanchez Park.
  - Repaired deck boards at Cassen Park.
  - Pressure cleaned the concrete walkway on north side of Division Ave.
  - Repaired a vandalized door at Sanchez Park.
  - Replaced a missing post in the parking lot at Central Park I.
  - Replaced vandalized toilet paper holder at Central Park I.
  - Cleaned up downed tree at Central Park I.
  - Citywide safety inspections of parks and equipment.
  - Weekly inspections of parks facilities for reservations.
  - Raised flags back up to full staff.
- Building Maintenance
  - Conducted weekly inspection of airfield lighting and signage.
  - Daily preventive maintenance of City vehicles and equipment.
  - Continued fourth quarter preventive maintenance service on Citywide A/C systems.
  - Monthly preventive maintenance service of controlled access gates City wide.
  - Repaired the jail door at the Police Dept.
  - Repaired lights at the Wastewater Plant.
  - Repaired lights on Willow Place.
  - Repaired lights on Ridgewood Ave.
  - Removed REIL light for shipment back to the factory.
  - Added four GFCI at Nova Rec. in preparation for park rebuild.
  - Repaired soffit lights at Pop Warner.
  - Completed wiring for A/C hookup in IT Dept.
  - Repaired men's room toilet at Fleet.
  - Changed Sloan valve diaphragm in ladies room at Fleet.
  - Met Flair for A/C quote at Fire Station #94 and the PAC.
  - Replaced a toilet in ladies H/C stall at Cassen Park.
  - Checked ladies room sink draining slowly at Nova Rec.
  - Adjusted pond timer at Rockefeller Gardens.
  - Met Ellis Mechanical for drain inspection at the Water Plant.
  - Checked and restarted A/C units at Ames House after tenting was completed.
  - Replaced faucet in men's room at Fire Station #93.
  - Repaired chain on gym dividing wall at Nova Rec.

- Installed protective corners at the PAC.
- Repaired closure in the men's restroom at Fortunato Park.
- Assembled a conference room table for Public Works.
- Hung Proclamation Plaque at Public Works.

### **Police Department**

#### Administrative Services

- Attended a 9-11 memorial ceremony at Signature Healthcare-Ormond.
- Attended the Volusia County Communications User's Group Meeting

#### Community Outreach

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

#### Criminal Investigations

- Cases Assigned: 31
- Cases Cleared by Arrest/Complaint Affidavit: 11
- Cases Exceptionally Cleared: 10
- Inactive: 16
- Fraud: 8
- Burglary Residential: 3
- Larceny Car break: 12
- Grand Theft: 4
- Offense Against Family/Department of Children & Family Reports: 1
- Missing Persons: 1
- Robbery: 1
- Assaults:
- Suicide: 1

#### Comments:

- Bank of America Bank Robber identified and an arrest warrant obtained.
- Grand Theft: Stolen Pressure Washer located in Pawn. Item pawned by victim's daughter's boyfriend. Charges filed.
- Grand Theft: Suspect identified in the theft of approximately \$30,000.00 worth of jewelry from a N. Beach St. residence. The suspect had been staying at the residence as a guest. Some of the stolen property has been recovered and charges have been filed.
- Robbery reported by a known local transient: The subject claimed that he had been beaten with a baseball bat and robbed in a park outside of the city. The subject was contacted by the County S.O. and then changed his story. The subject changed the location and claimed his was beaten and robbed at the Birthplace of Speed Park (approx. 5 miles from the original location). The subject's injuries were not consistent with his description of the attack and the incident is suspicious in nature. The subject was arrested two days later during an unrelated incident for shoplifting and resisting arrest.

#### Community Service/Animal Service

- Animal calls: 61
- Animal Reports: 7
- Animal Bites: 3
- Animal Traps: 3
- Animals to Flagler Humane Society: 8  
6 cats, 1 dog, 1 parrot
- Wildlife : 2

Records

• Walk - Ins / Window	149
• Phone Calls	197
• Arrest / Notice to Appear	21
• Citations Issued	164
• Citations Entered	179
• Reports Generated	171
• Reports Entered	171
• Mail / Faxes / Request	50

Patrol

• Total Calls	1,799
• Total Traffic Stops	258

Operations

Crime Opportunity Reporting Forms issued: 120

- 9-6-12 Disturbance at 27 Lincoln Ave. An adult male was arrested for domestic violence.
- 9-6-12 Burglary at 12 Cherokee Trail. An ex-girlfriend is suspected of forcibly entering the home. Nothing found to be missing.
- 9-6-12 Trespassing at the Kangaroo Station at SR-40 and I-95. Four transients were issued trespass warnings for the property.
- 9-7-12 Burglary at 130 Shady Branch Trail. Boxes of flooring were stolen.
- 9-7-12 Shoplifting at Beall's 1458 W. SR-40. An adult male was arrested for retail theft.
- 9-7-12 Trespassing at 319 Lincoln Ave. Two transients were arrested after being found sleeping beneath a no-trespassing sign.
- 9-7-12 Theft of utilities at 43 Bella Vita Way. A neighbor was charged with stealing electricity by way of an extension cord.
- 9-8-12 Car Burglary at 136 N. Orchard St. Blue Moon Yoga.
- 9-8-12 Vandalism at 1 S. Old Kings Rd. Elite Fitness, vehicle damaged but nothing taken.
- 9-8-12 Grand Theft at 2 Cliffside Dr. Known suspect stole \$800.00 in medications.
- 9-8-12 Robbery at Birthplace of Speed Park on S. Atlantic. A male victim reported that he was beaten and robbed while in the park.
- 9-9-12 Car Burglary at 32 Mayfield Ter. Gym bag stolen from an unlocked car.
- 9-9-12 Car Burglary at 86 Brookwood Dr. Musical equipment taken from a vehicle.
- 9-9-12 Car Burglary at 276 Cumberland Dr. A backpack was stolen from a truck.
- 9-9-12 Disturbance at 874 N. Lindenwood Cir. An adult female was arrested for battery.
- 9-9-12 Trespassing at 524 S. Yonge St. An adult male was arrested for trespass after warning.
- 9-10-12 Car Burglary at 867 S. Atlantic Ave. A GPS was taken from an unlocked car.
- 9-10-12 Car Burglary at 312 McIntosh Rd. A GPS and change was stolen from an unlocked vehicle.
- 9-10-12 Grand Theft at 1026 N. US-1. Pool cleaning supplies stolen by an employee.
- 9-10-12 Burglary at 343 Oak Dr. Jewelry was stolen after forced entry to the back door.
- 9-11-12 Fraud at 220 N. Nova Rd. Publix. Suspects purchased gift cards with stolen credit cards.
- 9-11-12 Car Burglary at 100 S. Atlantic Ave. Stonewood Restaurant. Two employees' cars were forcibly entered and items stolen.
- 9-11-12 Trespassing at 1 N. Beach St. Bailey Riverbridge Gardens. Four transients were issued trespass warnings for the park property.

Traffic Unit

- 12-08-00124, Crash w/Injuries and Entrapment, US1 / Division Avenue. Vehicle ran a red light northbound and stuck another vehicle in the passenger side as it crossed eastbound on a green light. The impact forced the at-fault vehicle underneath the other vehicle, shoving them both into a third vehicle within the intersection. One passenger was trapped his vehicle

until a tow truck arrived to separate the vehicles and facilitate extrication by the Fire Department. Passenger was extricated and transported to HMC with non life threatening injuries. Northbound US1 shut down and diverted for 45 minutes.

- 12-09-00238, Crash w/Injuries, SR A1A / SR 40. Vehicle sideswiped another and then ran into a tree in front of CVS Pharmacy. The at-fault driver then became oddly combative with officers and rescue personnel on scene. It is possible that the behavior and crash were caused by a medical condition, but we are also treating it as a DUI pending blood results.
- Officer Warmington assigned to assist with Tomoka State Park ceremony for the opening of new bike/walking trail. He noted some safety issues that we are currently addressing with Streets and Engineering.
- Message board was deployed on S. Nova Rd. and Hand Avenue at the request of the Engineering Division to warn drivers of slowing traffic/driveway in the area.
- Extra patrols at school zones. Two complaints, Tomoka Elementary and Osceola Elementary, were investigated and determined to be unfounded.
- Traffic Citations 117
- Crash - No Inj. 13
- Crash - Injury 5
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
  - Self-Initiated Enforcement Locations:
    - Central Park Corridor
      - Fleming Avenue
      - Hand Avenue (including detour routes)
      - Division Avenue
    - School Zones
    - N. US1
    - N. Beach Street
  - Enforced Complaints:
    - John Anderson Drive
    - Clyde Morris Blvd.
    - Riverside Drive
    - Beach Street

#### Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 2 Cases Initiated
- Zone 2: 2 Cases initiated
- Zone 3: 2 Cases initiated
- Zone 4: 2 Case initiated
- 32 signs have either been removed or sign cases created.
- 24 tree removal permit requests
- Administrative staff assisted with fifty-seven (57) 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 28<sup>th</sup>. The owner has until the end of July to obtain permits or change the detached structure back to a garage. Permits may also be required to make any further changes to this structure. The owner has stopped cooperating with staff. A citation of \$100 and notice of hearing has been issued to the property owner for the illegal conversion of accessory building. **This case is scheduled for the Special Magistrate hearing on September 24, 2012.**

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 - The Casements parking lot was resurfaced and new wheel stops were installed. The new asphalt was contoured to have positive drainage, which significantly improved standing water problems that were in the parking lot.
- 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 600 feet of reclaimed water main pipe was installed along N US1 and Airport Rd. Staff coordinated the subaqueous river crossing directional bore for the reclaimed water main with the contractor, FDOT and the consultant, which started this week. The booster pump station continues to be worked on along Airport Rd. The project is currently approximately 80% complete.
- N. Halifax Dr. Improvements - Award of bid has been submitted, scheduled for September 18.
- Tymber Creek Phase I – Disposition item was submitted regarding the project bid results received by Volusia County.
- Central Park Paving – Contracts are being executed.
- US1 & Nova Road Turn Lane - The FDOT contractor began construction on June 24<sup>th</sup>. The work is scheduled to be completed by September 15<sup>th</sup> per the contract duration.
- Sanchez Park Playground – The playground equipment is scheduled to be installed starting the week of September 24<sup>th</sup>. Staff will remove and dispose of the existing playground equipment and prune low hanging tree branches.

- OBSC T-Ball Fields – The contractor has completed rough grading two (2) of the four (4) proposed fields. The two completed fields will be rough laser-graded to make sure they are within final tolerances for irrigation installation. The parking area and two remaining fields are currently being rough graded.
- 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 20<sup>th</sup> the contractor began work on the phase 2 work area which will close Hand Avenue from Nova Road to Oak Brook Drive 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 – Staff met with the City of South Daytona to discuss their utility undergrounding project, and also talked with South Daytona's engineering/design consultant to discuss the details of the project contract procurement method used.
- 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 19<sup>th</sup> at 6:30 PM at The Casements.
- Audible Pedestrian Signals - Consultant has submitted 60% plans to FDOT.
- Mainland 2-inch Water Main Replacement - Staff is reviewing the first design plan submittal with field visits at each street to try to optimize the design in both cost and reduction of inconvenience to the residents.
- 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 26<sup>th</sup> 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 for the work.
- Nova Community Park Basketball Court – Contract award is scheduled for the October 2<sup>nd</sup> City Commission meeting.
- Nova Community Park Racquetball Court - Contract award is scheduled for the October 2<sup>nd</sup> City Commission meeting.
- Nova Community Park Master Plan - The proposed plan is scheduled to be presented to the Leisure Services 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 is reviewing.

- 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:

- Prepared requisitions/PO's totaling \$29,755
- Grant Administration: Submitted disbursement request #5 to FDEP for the Airport Road force main SRF for \$769,358.
- Nova Road Landfill Closure - The closure area was resurveyed for comparative topography which is a submittal requirement by FDEP. Staff is reviewing the land survey, which may also be useful for future park and recreational development endeavors.
- 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:

- Began research and compiling documents for the addition of the Downtown CRA Overlay District legal description, per Planning Department request.
- Located and provided copies of the Lift Station 6M to Stormwater Division
- Reviewed survey of Well 21 easement and adjacent lot to determine owner's property line location.
- Began creating overall map of Central Park to show proposed improvements, interconnecting trails, canoe launches, and piers for Grants Coordinator.
- Researched and determined ownership and maintenance responsibilities for the Northbrook subdivision, per Streets Division request.
- Created pdf's and copies of the City of South Daytona's underground utilities project per City Engineer's request.

Customer Service:

- Reviewed and provided SWMP documents to consultant for the development of a drainage plan for 437 North Beach Street.
- Environment Management
- Street Maintenance
- Asphalt / Concrete
  - Repaired pothole at Ridgewood Ave and Arragon St
  - Repaired potholes at Cassen Park
  - Repaired pothole at 300 block of John Anderson Dr
  - Ground tree roots for concrete repair Saddlers Run entrance

- Formed concrete driveway on Pine Cone Trl
- NIMS Training

#### 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
- Trimmed on Airport Rd
- Trimmed on Old Kings Rd
- NIMS Training

#### 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
- Removed blockage from sidewalk on Sterthaus Dr and Old Kings Rd
- Loaded concrete in roll-off
- Removed and hauled debris from Arlington Way and Nova Recreation
- NIMS Training

#### Sign Shop

- Repaired, replaced or installed signs at the following locations:
  - Straightened stop sign post at S Beach St and Reynolds Ave
  - Straightened stop sign post at Santa Ana Ave and Calle Grande
  - Replaced street name signs, stop sign, Right-turn-Only sign and posts at Dix Ave and N Yonge St
  - Removed and reinstalled Pedestrian Crossing Ahead sign at Tomoka State Park
  - Adjusted stop sign at northeast corner of McIntosh Rd and Wilmette Ave.
  - Park
- Inspected signs in various location that may require attention.
- NIMS Training

#### Stormwater Maintenance

##### Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Basin Cleaning (hotspots)
- Sprayed Arroyo Pkwy pond
- Mowed Arroyo Pkwy ditch
- System Inspection from Fleming Ave to S Center St
- Installed 20-foot debris trap fence and poles at Division Ave retention pond
- Cleared out debris from Division Ave retention pond and Old Kings Rd retention pond
- Reach-out mower: Mowed SR40
- Assisted Streets Maintenance Section with tree that fell onto Fred Gamble Way
- Moved barriers for Building Maintenance
- Replaced Grates
  - Woodmere and N Beach St

- Stonehaven Trl
- 600 block of Riverside Dr
- Vactor
  - Pipe excavation at 500 block of N Yonge St
  - Pipe excavation on Hernandez Ave
  - Cleaned basin and line on Lucky Drive
  - Cleaned basin and line on Coquina Ct
  - Excavated pipe on Boxwood Ct
  - System inspection on Manderley Ln

Street Sweeping/Streetsweeper

- 120.2 miles of road cleaned (4 days)
- 25.5 cubic yards of debris removed (4 days)

• Fleet

Mileage Traveled by all City Departments for the week  
26,633

PM Services completed for the week:

Emergency—Vehicles and Equipment  
2

Non-Emergency Vehicles and Equipment  
14

Road Calls for the week:

3

Quick Fleet Facts:

- Fleet has 9,743 gallons of unleaded and 8,668 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,546 gallons of unleaded and 880 gallons of diesel.
- Fleet completed 7 work orders this week.

• Utilities

- Chemical Bids – Agenda item for bid award to lowest responsive vendor for bids received during the collective bid advertised by the City of Palm Coast was prepared for September 18, 2012 City Commission. Research on rules and product certifications pertaining to fluoride was performed and additional information included with agenda packet.
- Concentrate Disposal Study – A letter explaining the project and purpose for connecting the concentrate feed line to the transfer pump discharge line was prepared for Lee Faircloth, representing Volusia County Health Department VCHD. The letter is being reviewed. A pre-bid meeting is scheduled on September 20<sup>th</sup>.
- Division Avenue Well Field Raw Water Piping – McKim & Creed completed 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 results are being reviewed by staff.
- 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 – Directional drilling under the Tomoka River has begun.

- 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. A water main shut down on Collins Street is scheduled for storm drain installation.
  - 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. The contractor contacted the manufacturer to determine the status of the pump delivery.
  - Ormond Beach Wastewater Treatment Plant Expansion – The 1<sup>st</sup> of two carrousel is being cleaned. Effluent transfer pumps are being installed. 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 18<sup>th</sup> 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 were reviewed and comments sent to the consultant.
  - Tymber Creek Phase 1 Utility Relocation Project – A request to transfer funds to the JPA for this item was submitted for the October 2<sup>nd</sup> City Commission meeting.
  - 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 plans for Hudson Technologies Fire Connection Line and sent comments to the Owner.
  - WWTP Sludge Conveyor System Replacement – Brasfield and Gorrie intends to perform the rehabilitation in October.
  - Transfer Station Lift Station Upgrades – Shop drawings for the disconnect and the wetwell coating were received.
  - Met with Xylem-Flygt pump and controls manufacturer representatives to discuss new pump control system offering pumping and electrical efficiency enhancements.
  - Continuing collaboration with consultant and Finance staff to discuss summary of recent small meter testing activity and meter replacement options for future consideration.
  - Staff received Tri-annual Sanitary Survey results from FDOH this week for Department review of City's water supply, treatment and distribution systems operations. Survey findings reported condition and operation of the overall system to be very good with six minor deficiencies noted for corrective action. Staff is required to provide feedback on corrective actions by end of October 2012. Most findings have already been addressed or are in process as the survey was performed and verbal feedback provided earlier this year.
- Water Distribution
    - Exchanged 13 residential and 1 commercial water meters

- Responded to and/or repaired 13 water service leaks
- Installed 4 new water service connections
- Replaced 4 water services due to aged piping
- Repaired/replaced 13 meter boxes
- Responded to 3 low pressure complaints
- Assisted 2 customers with misc. water issues.
- Continued city owned fire hydrant maintenance program: 13 hydrants have been checked for operation and any maintenance needs have been completed.
- Repaired 2- 2" water main leaks on Alamanda Dr and Seton Trl
- Performed 2 residential meter tests due to billing issues, scheduled 5 commercial meters for annual testing
- Exercised 7 main line valves in anticipation of the upcoming water main connections on Hand Ave
- Delivered water service parts to Andy Romano Park for future connections
- Assist Wiginton Fire Systems with shutdown to replace the fire line backflow preventer at City Hall and coordinated work schedule with library.
- Repair the sample test port on Ormond Shores Dr - yard debris piled on top, covering device. Waste Management broke while picking up debris.
- Relocated water service on Sea Shore Dr to accommodate customer replacement of a septic tank
- Utility locate service for Water/wastewater/reuse: 67 regular and 1 emergency locate have been completed
- Sod/backfill excavations on Seton Trl, Pine Cone Trl
- Rescind the boil water alert on Pine Cone Trl/Timberline Trl
  
- Water Treatment
  - Delivered to the City 35.784 million gallons for the week ending Sept. 9, 2012 (5.112 MGD)
  - Backwashed 12 filters for a total of 515,000 gallons backwash water.
  - Produced and hauled 54 wet tons of dewatered sludge.
  - Operated north & south plant generators under full load for routine PM.
  - Cleaned R.O. skids #3 & #4 with both high and low pH.
  - Sampled, cleared and rescinded one Precautionary Boil Water notices.
  
- Waste Water Collection – Reuse
  - Crews responded to two trouble calls Breakaway/Hunters Ridge PEP System service area and three in town.
  - Televised eleven– root control eleven and cleaned nine sewer laterals.
  - Low pressure sewer psi reading Westland Run 22 /22 psi, Foxhunters Flat 20/19 psi and 4" on Shadow Creek Blvd. 17/15 psi. ( Morning / afternoon)
  - Crossroad construction crew completed installing 24" gate valve at reuse tank west of Orchard St.
  - Installed new back lid PEP tank -103 Tomoka Ridge and 12 Creek Bluff.
  - On going flushing of reuse on beach side.
  - Checked force main pressure at 1800 US 1. Good. Hunters Ridge 4" 8 psi.
  - Cleared main line blockage at Clyde Morris – Fisherman's Landing sewer main connection. Adverse flow connection configuration exists at this location.
  
- Waste Water Treatment
  - Domestic and Industrial Wastewater flow was 32.91 Million Gallons.
  - Produced 18.66 Million Gallons of Reuse.
  - Produced 14.25 Million Gallons of Surface Water Discharge.
  - Influent flows average for week @ 4.70 MGD, plant designed for 6 MGD
  - Hauled tons of sludge 114.81 (14%-18% Solids).

- Sampled for Chronic Bioassay.
- 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
  - Installed pressure gauge at Melrose Park for reuse main river crossing.
  - Replaced GFCI to flow meter at reuse high service pumping station.
  - Replaced main 150 amp breaker and secondary 100 amp breaker at Riverview Booster Station, coordinated shut down with FPL with assistance from Building Division.
  - Reamed out injection ports on claricones.
  - Repaired well head leak at Well 16D. Pulled head - machine shop performed milling - mounted new 3" steel flange to well pump and piping.
  - LPRO Clear well transfer pump #2 would not stay running, found cycle timer set too low not allowing flow switch to activate, readjusted timer.
  - Replaced fluoride pump with spare and rebuilt pump for inventory.
  - Cleaned the connection points on the lime slaker slurry pumps.
  - Repaired broken water line at the claricones
  - Continued work on frame for amp meter project.
  - Continued monitoring storage tanks and irrigation wells and stations in Hunters Ridge and Breakaway Trails.
  - 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.
  - Performed Reuse pump station PM's and repairs.

Wastewater Plant – Lift Stations

- Replaced overloads at 13M pump #2.
- Fermentation Mixer #4, 6 and 8 – Break In PM – changed oil at Seal Chamber and Gear Chamber per O & M requirements.
- Post Anoxic Basin – repair jet wash down system piping
- 8M1 – SCADA – high starts – clean probe – run temporary generator Loaded for one hour for exercising purposes
- 13M – SCADA – no starts pump #2 – reset motor starter – run temporary generator Loaded for one hour for exercise purposes
- 5P – cut back brush and debris from around control cabinets so electrician can replace surge arrestor
- Re-aeration Submersible Aerator #2 Inboard 7.5 HP – replaced with repaired inventory
- Scum Well #1 – pulled pump – cleared blockage at Mix/Flush valve – cleared blockage at valve box drain – cleaned mud from bottom of wet well – cleaned mud from bottom of valve box
- Chlorine Analyzer – repaired leaks as needed – leaks turned out to be flow from diversion valve splashing on electric pump – all OK
- Bisulfite Pump #2 – replaced with new inventory
- Performed PM's ( daily, weekly, monthly) to multiple pieces of plant equipment
- Deragged submersible aerators daily.
- Liftstation SCADA repairs to 14 stations
- Master Liftstations – pump down & wash down wet well – broke up scum layer in wet wells
- Monthly PM's to 20 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's to 2 liftstations. ( pull pumps and inspect and change seal oil)

- Utilities Division completed 74 work orders as reported in MP2 computerized maintenance management system, of which 54 were PM work requests and 20 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 on prior to the implementation date of September 30<sup>th</sup>. Staff met with one of our IU facilities to answer questions associated with their permit.
  - 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 contractor that tested the accuracy of 121 selected residential water meters. The data is valuable in determining how to improve the percentage of unmetered and unaccounted for water in the City's distribution system. From a regulatory standpoint, the CUP stipulates that no more than 10% of treated water may be unmetered. Staff is continually trying to minimize unaccounted for water percentage.
  - Consumer Confidence Report (CCR) Rule Review: The U.S. EPA is conducting a "Retrospective Rule Review" of the CCR rule. Staff is keeping abreast of the proposed changes and how they will affect the City's compliance. The EPA is currently in a period for public comment. The considerations include how our system could deliver the CCR electronically and still comply with the Federal Regulation.
  - Florida Department of Health Sanitary Survey: The City's Water Treatment Plant received the report for the tri-annual Sanitary Survey. Staff is compiling feedback on corrective actions and additional comments - corrections to submit to the Health Department. The report indicated operation of all systems to be very good.

#### **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
- Agenda packet preparation and creation for the City Commission Meeting on September 18, 2012
- Staff attended Excel Training at Daytona State College at September 11, 2012
- New City Clerk transition continued

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.
  - Staff attending training session from CodeRed
  
- Meeting Audio/Video available on Website
  - Project Status: In Progress
  - Staff worked with IT to try and resolve issues stemming from YouTube's conversion of broadcast recording
  - Staff contacted CivicPlus to explore options with their new video managing module
  
- 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