

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: September 21, 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:

- Weekly meetings with City Attorney, City Clerk, HR Director
- Bi-weekly meetings with Economic Development Director, Fire Chief
- Weekly staff meeting with Directors
- General budget discussion with Finance Director and Assistant City Manager
- Met with Planning Director, discussed staff's meeting with Volusia County staff regarding Ormond Crossings Master Development Plan and US1 Interlocal Agreement.

Spoke to, attended and/or met with:

- Attended Rotary meeting
- Attended United Way Executive Committee meeting
- Weekly conference call with FCCMA staff
- Meeting with Lori Partington and Dr. Walter Willis, BCU, on the African American Heritage Trail project
- Attended Daytona Beach Eggs & Issues
- Attended Team Volusia Board of Directors meeting

Community Development

- Planning
 - Staff attended the following meetings this week:
 - The Planning Director attended with the City Attorney a meeting with Volusia County to discuss the 2010 CRA Resolution on North Mainland and the draft Master Development Plan agreement provided to staff as part of the PMUD rezoning for Ormond Crossings. Also, it appears that positive movements favoring the City regarding the Interlocal Boundary Agreement on the US1 North corridor is to occur. A letter from the County Manager to the City Manager is forthcoming.
 - Main Street Board meeting
 - TCC meeting of the Volusia Transportation Planning Organization
 - City Commission meeting
- Building Inspections, Permitting & Licensing
 - Issued 68 permits with a total valuation of \$761,203.00
 - Conducted 218 inspections
 - Issued 6 new business tax receipts
- Development Review
 - SPRC conducted the following activities this week:

- Review and approval of a lot split (one lot to two lots) at 438 South Ridgewood Avenue located at the corner of Hand Avenue and Ridgewood Avenue.
- Review and approval of a new fire line at Hudson Technologies.
- Pre-construction meeting scheduled for 610 South Yonge Street for the construction of a camouflaged telecommunications tower.

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

Airport Operation and Development

- A grant agreement between the City and the Federal Aviation Administration to fund construction of the Taxiway Alpha Relocation & General Airfield Improvements Project was approved and executed during the September 18th meeting of the City Commission. Halifax Paving (an Ormond Beach company) is the successful bidder for this project, and is expected to begin construction in November of this year.
- Embry-Riddle Aeronautical University has made available a professional video presentation for pilots and others interested in learning about local aircraft noise abatement procedures. This video has been posted in the Airport section of the City website.
- Staff has completed work to feature the airport on the Whispertrack aviation noise abatement web service, which is a centralized, web-based location for airports to upload, edit, and maintain advisory procedures. Whispertrack handles the distribution to pilots through the web, mobile devices, on-demand brochure printing, and in pilot's flight plans through partnerships with flight planning service providers. The Whispertrack service is provided free of charge to the airport.
- Staff has been advised that Embry-Riddle Aeronautical University has completed a 5 year effort to retrofit its fleet of Cessna 172 training aircraft with new mufflers and propellers to reduce sound output by 5 decibels, which represents a 50% effective reduction in perceived noise.
- Staff has prepared and submitted to the FAA all materials required for completion of a federal airspace study requested as part of the proposed TowerCom communications tower site at the airport.
- 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 are underway and should be complete by mid-October.
- Staff participated in the annual FDOT airport licensing inspection on Wednesday, September 12th. The airport passed inspection and will be issued a facility license renewal, pending review of the official inspection report.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Preparation of year-end audit.
- Completed Projects - Weekly
 - Processed 35 Journal Entry Batches (# 4866 – 4960).
 - Approved 21 Purchase Requisitions totaling \$127,815.79.
 - Issued 23 Purchase Orders totaling \$112,779.87.
 - Prepared 172 Accounts Payable checks totaling \$200,350.08 and 43 Accounts Payable EFT payments totaling \$586,839.78.
 - Prepared 36 Payroll checks totaling \$36,801.49 and 323 Direct Deposits totaling \$444,353.41.
 - Transferred IRS 941 payment of \$177,083.05.
 - Processed 3,868 cash receipts totaling \$354,824.57.
 - Processed 1,306 utility bill payments through ACH totaling \$79,095.39.
 - Processed and issued 6,575 utility bills with billed consumption of water of 29,365k.
 - Issued 663 past due notices on utility accounts.

Grants/PIO

- Press Releases
 - Open Gymnastics Workout
 - Nova Community Center – New Hours
 - Amazing World of Illusions (9/22)
 - Senior Games (Begin 10/20)
 - “A Magical Knight” for Project ROMP (9/28)

- Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Attended Fire Station 91 Playground pre-construction meeting.
 - Attended meeting with Volusia County ECHO regarding the City's proposed application.
 - Attended State of the City Event meeting.
 - Completed State of the City 2012 Brochure and delivered to printers for printing.

Fire Department

Weekly Statistics

- Fires: 1
- Fire Alarms: 5
- Hazardous: 4
- EMS: 65
- Motor Vehicle Accidents: 5
- Public Assists: 39

TOTAL CALLS: 119

- Aid provided to other agencies: 18 calls – Volusia County (5), Daytona Beach (13)
- Total staff hours provided to other agencies: 16
- # of overlapping calls: 22
- # of personnel sent with EVAC to assist with patient care during hospital transport: 5
- Total EMS patients treated: 48

Training Hours

- Driving: 5
- EMT Refresher: 9
- Extrication: 4
- Incident Command: 4
- Preplanning: 3
- Search and Rescue: 10

TOTAL TRAINING HOURS: 35

Station Activities

- Updated 20 pre-fire plans
- Conducted 4 fire inspections
- Inspected 131 fire hydrants

Significant Incidents

- 9/14/12, 10:17 PM: Nova Rd. / Granada Blvd. – Motor Vehicle Accident – Motorcycle vs. SUV – accident occurred in front of Fire Station 92 – motorcycle t-boned side of vehicle – rider had no helmet – patient declared a trauma alert – firefighter paramedic assisted EVAC with patient care during transport to hospital.

Operations

- Attended meeting with Volusia County Sheriff's Office regarding moving forward with enhancements and upgrades to the Firehouse software records management system.
- Attended Volusia County Sheriff's Office and EMS Users Group monthly dispatch meeting.

Human Resources

Staffing Update

- Job Requisitions
 - Public Works Department/Wastewater-Maintenance Worker II
 - Public Works Department/Water Distribution-Maintenance Worker II
 - Leisure Services Department/Athletic Fields Maintenance-Maintenance Worker II
- 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 conducted with four (4) candidates on 07-13-12. Re-advertised on the Florida Engineering Society (FES) web site and the American Public Works Association (AWPA) web site on 08-23-12 as open until filled. Twenty (20) additional applications have been received and forwarded to the department for review.
 - Leisure Services Department/Community Events - PT Community Events Technician has been advertised and will remain open until filled. A total of seven (7) 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. A total of eight (8) applications have been received, entered on the applicant tracking sheet, copied and forwarded to the department for review.
 - 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. Twenty-seven (27) applications have been received, entered on the applicant tracking sheet, copied and forwarded to the department for review.
 - Public Works Department/Streets – Maintenance Worker II has been advertised with a closing date of 09-14-12. Thirty-Three (33) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review.
- 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.
 - 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. Department requested we re-advertise position for an additional week to create a bigger pool of applicants. Six (6)

additional applications have been received, recorded on the applicant tracking sheet, copied and forwarded to the department for review.

- Background/Reference Checks
 - Police Department – A conditional offer was made to a candidate for the vacant Police Officer position. This candidate was first on the eligibility list and pre-employment processing was conducted. After a thorough background the candidate failed the background and the conditional offer was rescinded.
 - Public Works Department/Engineering – A candidate was selected for the Permit Technician position and began pre-employment processing on 09-19-12.
 - Finance Department – A candidate was selected for the Meter Reader position and began pre-employment processing on 09-19-12.
- Job Offers
 - Finance Department – A candidate was selected for the Meter Reader position and will begin employment on 10-08-12.
 - Leisure Services Department/Recreation – The Part Time Recreation Leader (SONC) position has been filled with a selected candidate and will begin employment on 09-21-12.
- Promotion:
 - Public Works Department-Utilities (Water Distribution) – An in-house candidate has been selected for promotion to Maintenance Worker III effective 09-10-12.
 - Finance Department – An in-house candidate has been selected for the Account Clerk II position effective 09-17-12.
- Terminations/Resignations/Retirements
 - FY Attrition – M/E 8-31-12: 3.99% (excluding retirements)

Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program August, 2012 monthly report reflects savings of \$79,701.54 for City residents in the twenty-six months that the program has been in effect in Ormond Beach. Over 1,863 residents have utilized the program during that time.

Risk Management Projects

- Sent driver license and auto insurance verification notices to departments.
- Attended 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: - None.
- Work Orders: - 18 New work - 31 completed - 41 in progress
- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	20,400	Inbound E-Mails Blocked	9,662
Delivered Inbound E-Mails	9,664	Quarantined Messages	99
Percentage Good Email	47.4%	Virus E-Mails Blocked	2

- Notable Events: None.
- Geographical Information Systems (GIS)
 - Addressing Additions: 1 Changes: 2 Corrections: 1
 - Map/Information Requests: 16
 - Information Requests from External Organizations: 0
 - CIP Related Projects (pavement management, project tracking map): 236
 - Meter GPS locate and ID: 22,502 total, completed 2,487 (11.1%) potable 2,251, Irrigation 236
 - Notable Events: Attended GIS Manager's Workshop presented by Geographic Technologies Group and hosted by GITA Central Florida Chapter.

Leisure Services

- Administration

Meetings attended/hosted:

 - Administrative staff meeting
 - Public Works staff meeting
 - Facilities Maintenance staff meeting
 - City Commission meeting
 - Park Visits
 - Landscaping meeting
 - ECHO Meeting
 - FY 11/12 Accomplishments; FY 12/13 Goals
 - Budget 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 practiced 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 recreational and competitive soccer practices Monday through Friday, 6pm to 8pm.
 - Ormond Beach Pride Football hosted (3) home games this weekend on Saturday at the Sports Complex, Championship Field #7.
 - The City Youth Flag Football program held their last week of pre-season practices at the Softball Quad and Kiwanis Field.
 - The City Youth Volleyball program continued this week on Wednesday and Thursday, 6pm to 8pm, at the Nova gymnasium.
 - The City Adult Coed Softball League continued games this week on Monday and Thursday at 6:20pm, 7:30pm, and 8:40pm at the Sports Complex, Field #7. Currently, 7 teams are competing, with an 8th 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.

- 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.
 - Prepared recreational and competitive soccer fields.
 - Mowed football fields at Ormond Beach Middle School.
 - Prepped softball fields for men's and co-ed leagues.
 - Hosted Calvary Christian Academy varsity football game Friday night.
 - Hosted the Pride football teams on Saturday.
 - Prepped soccer and football fields for weekend games.
 - Trouble shot main pump for soccer and baseball irrigation system.
 - Repaired irrigation break caused by T-Ball fields construction.

- 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, 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:
 - Amazing World of Illusions VII, Saturday, September 22nd, 7pm, \$15.

- South Ormond Neighborhood Center
 - Splash Pad was open daily from 10am until dusk.
 - Jazzercise classes were held Monday and Wednesday from 5:45pm to 6:45pm.
 - Free play basketball took place from 1pm until close.

- Youth Basketball took place on Saturday from 10am to 12pm.
- The fitness room was open from 1pm until 9pm on weekdays.
- Pavilion rental was on Saturday.

- Community Events
 - Attended staff meeting.
 - Attended event meeting with Recreation Manager.
 - Attended Parade Committee Meeting.
 - For 2012 Senior Games, assisted with registration data and preparation for the Kick Off Celebration and Celebration of Athletes.
 - For the 2012 Parade, mailed Save-A-Date to potential participants, and placed the parade application on the City website.
 - Processed Employee Health Fair donation(s), mail out, and tracking of incoming donations.
 - Attended Employee Appreciation Meeting.
 - Assisted with "Enviro Tips Launch Party", Performing Arts Center, Wednesday, September 19th, 6pm to 7pm.
 - Assisted with Central Park Trail Markers Unveiling, Friday, September 21st.
 - 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 and tennis lessons.
 - Regular classes continued throughout the week, including Adult Jazzercise and "Take Off Pounds Sensibly" (TOPS).
 - Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
 - Open play took place various times during the week for those who participated in basketball, ping pong, pickleball, the game room and the exercise room.
 - Ms. Debby's dance class met at various times throughout the week.
 - Coed Youth Volleyball practiced twice this week.
 - Challenger Soccer, a sports program for those with special needs ages 10 and older, was cancelled due to rain on Tuesday.
 - Challenger Sports of All Sorts, a new program for children ages 5 to 10 with special needs, met on Wednesday from 3pm to 4pm. The focus is to teach the basic skills needed for sports.

- The Casements
 - Classes met this week including Pilates and Yoga.
 - Tours continued from 10am to 4pm Monday through Friday and Saturday from 10am to 11:30am.
 - The Casements Camera Club's 32nd annual Color Show is the exhibit for the month of September.
 - Church services were held at Bailey Riverbridge on Sunday morning.
 - Casements staff reset the building in time for tours on Monday, after the wedding reception on Saturday evening.
 - The Casements Guild board members held a meeting on Monday morning at 10am.
 - The Casements Coordinator met with the Ormond Beach Art Guild on Tuesday morning to discuss their upcoming exhibition dates.

- The Casements Guild president met with the Coordinator to discuss event details for the upcoming Centennial Celebration.
- The Guild Crafters met in Room 205 on Thursday afternoon.
- Staff prepared for the Ormond MainStreet Lunch & Learn on Thursday.
- Ormond MainStreet held a “Lunch & Learn” workshop on Friday from noon to 2pm in the Gallery.
- The Chamber of Commerce pre-set for their “King of the Grill” event scheduled for Saturday, September 22, 2012.

- Parks and Irrigation
 - Installed plant informational plaques on the raised boardwalk at Central Park IV.
 - Replaced the lock on Hand Avenue bollard.
 - Removed graffiti from a picnic table at Birthplace of Speed Park.
 - Replaced damaged sod at Birthplace of Speed Park.
 - Repaired a damaged 4x4 on Central Park raised boardwalk.
 - Removed graffiti from a picnic table at Central Park I.
 - Replaced pickets on the Joyce Ebbets pier.
 - Applied fire ant bait for insect control at Memorial Gardens.
 - Replaced United States flag at Memorial Gardens.
 - Removed downed tree limbs at Central Park II.
 - Citywide safety inspections of parks and equipment.
 - Weekly inspections of park facilities for reservations.
 - Repaired the clock at Memorial Gardens.
 - Fire Station #91, checked the system and repaired a head.
 - Performed irrigation work at the Sports Complex ball fields.
 - Performed irrigation work on the Birthplace of Speed system.
 - Repaired broken heads at Cassen Park.
 - Repaired broken heads on US 1 medians.
 - Repaired a broken valve that was stuck at Nova Rec.

- Building Maintenance
 - Weekly Inspection of airfield lighting and signage.
 - Daily preventive maintenance of City Vehicles and equipment.
 - Met Massey for termite inspection at MacDonald House and museum.
 - Met Ellis Mechanical to repair a toilet in the upstairs ladies room at City Hall.
 - Repaired the controller for the PAC fountain.
 - Repaired the water cooler at Cassen Park.
 - Met the contractor for carpet repair in city hall.
 - Set City flags to half staff for American personnel killed in Benghazi, Libya.
 - Drained and cleaned the Arroyo fountain.
 - Replaced one pump at the City Hall fountain.
 - Escorted FDOT for airport inspection.
 - Repaired a gate at the Water Plant.
 - Replaced a flag light at Riviera Park.
 - Repaired the jail door at the Police Dept.
 - Relocated conduit at APS for new T-ball fields.
 - Repaired lights at the Police Dept.
 - Assisted FPL contractor with tree trimming at the airport.
 - Repaired a window screen at Riverbridge.
 - Replaced window sills in the billiard room at the Senior Center.
 - Hung tapestry on the 2nd floor, room 202 at The Casements.
 - Assembled 6 chairs for the conference room at Public Works.
 - Reinforced the brace under the Trails Bridge.
 - Replaced ceiling tiles at City Hall.

Police Department

Administrative Services

- Bi-weekly meeting with the City Manager
- Weekly PD and Department Head staff meetings
- Communications Users Group meeting at VCISO
- Hostage negotiator training
- In-house quarterly training session

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: 8
- Cases Exceptionally Cleared: 8
- Inactive: 9
- Fraud: 4
- Burglary Residential: 6
- Larceny Car break: 11
- Grand Theft: 5
- Auto Theft: 1
- Department of Children/Family Reports: 1
- Missing Persons: 3
- Recovered Missing Persons: 3
- Narcotics:
 - Four Buy Walks
 - Four Buy Walk Attempts
 - One Search Warrant

Comments:

- Residential Burglary: Two subjects have been identified in a residential burglary on Laurel Oaks Circle (arrest warrants expected).
- Grand Theft: Approximately \$6,500.00 worth of scrap metal was stolen by an employee of Rex Dills Used Parts. Charges filed.

Community Service/Animal Service

- Animal Calls responded to :72
- Animal Reports: 4
- Animal Traps: 2
- Animals to Flagler Humane Society: 3
 - Dogs: 2
 - Cats: 1
- Injured Wildlife: 2
- Notice of Violation: 2
- Alarm Citations:1

Records

- Walk - Ins / Window 168
- Phone Calls 213
- Arrest / NTA'S 18
- Citations Issued 187

- Citations Entered 180
- Reports Generated 135
- Reports Entered 155
- Mail / Faxes / Request 65

Patrol

- Total Calls 1,704
- Total Traffic Stops 279

Operations

Crime Opportunity Reporting Forms issued: 138

- 9-13-12 Car Burglary at 11 Indian Trail. A purse was stolen from an unlocked car.
- 9-13-12 Trespassing at 108 N. Ridgewood Ave. An intoxicated man tried to enter the wrong house. He was escorted off of the property and issued a trespass warning.
- 9-14-12 Car Burglary at 156 Magnolia Dr. A car window was broken out to gain entry.
- 9-14-12 Car Burglary at 432 Hand Ave. A leaf blower was stolen from a truck bed.
- 9-14-12 Car Burglary on Fernery Trail at Nova Rd. Unlocked vehicles entered and computer and I-pod were stolen.
- 9-15-12 Grand Theft at Ormond Beach Middle School. An I-phone was stolen.
- 9-15-12 Grand Theft at 280 Walnut St. Three cell-phones were stolen.
- 9-15-12 Disturbance at 4 Bear Tooth Path. Husband was arrested for domestic violence.
- 9-15-12 Disturbance at 108 Colina St. Husband was arrested for domestic violence.
- 9-16-12 Burglary at 515 Hand Ave. A handgun was stolen from the residence.
- 9-16-12 Burglary at 236 S. Washington St. Suspect broke a window to gain entry.
- 9-16-12 Auto Theft at 29 Rockefeller Dr. A vehicle that was stored there was found to have been stolen.
- 9-17-12 Disturbance at 153 Pine Cone Trail. Boyfriend of victim charged with domestic violence.
- 9-17-12 Warrant arrest at 801 S. Nova Rd.
- 9-18-12 Car Burglary at 171 Highland Ave. unlocked vehicle was entered overnight.
- 9-18-12 Burglary at 18 Charleston Sq. Lawn equipment stolen from open garage.
- 9-18-12 Robbery at 195 W. Granada Bv. Four suspects were arrested after confronting victims who were sitting in their car at this location and attempting to steal a purse and some electronic equipment.

Traffic Unit:

- 12-09-00261, Crash w/Injuries, 1500 BLK N Beach Street. Bicyclist rear ended a mail truck. He refused medical assistance and was cited for being at fault.
- 12-09-00287, Crash w/Injuries, SR5A/SR40. Elderly motorist stepped on the throttle instead of the brake while approaching traffic stopped at a red signal. He rear ended a work van, sideswiped a pickup truck and rear ended a Jeep before coming to a stop. All injuries were minor. At fault driver was charged and cited, along with a request for DL re-exam.
- 12-09-00305, Crash/Serious Bodily Injury, 100 BLK S Nova Road. Vehicle leaving the driveway of Fire Station 92, drove directly into the path a northbound motorcycle. Motorcycle crashed into the driver side of the vehicle and ejected the operator. Transported to Halifax Hospital with serious injuries.
- Message Board deployed on SR5A and Hand Avenue at the request of the Engineering Division to warn drivers of slowing traffic/driveway in the area.
- Traffic Citations 94
- Parking Citations 1
- Crash - No Inj. 18
- Crash - Injury 2
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
 - Central Park Corridor

- Fleming Avenue
- Hand Avenue (including detour routes)
- Division Avenue
- School Zones
- N. US1
- N. Beach Street
- John Anderson Drive
- Clyde Morris Blvd.
- Riverside Drive
- Beach Street

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 6 Cases Initiated
- Zone 2: 6 Cases initiated
- Zone 3: 5 Cases initiated
- Zone 4: 0 Case initiated
- 7 signs have either been removed or sign cases created.
- 18 tree removal permit requests
- Administrative staff assisted with two walk-ins and fifty-five (55) 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 - The contractor is preparing a schedule for resurfacing the City Hall 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 – Directional Drilling has started beneath the Tomoka River on the east side of the North US1 bridge to install the new reclaimed watermain. This operation is expected to take approximately 10 days, with completion the fourth week in September. Utility location excavation and dewatering is in progress for the jack & bore crossing North US1 at Nova Rd. Project completion walkthrough with the Breakaway Trails HOA was performed along the utility route. Minor cleanup and punch list items are being addressed. The utility work along the roads within Breakaway Trails is completed, but the work continues at the storage tank site for the reclaimed water plumbing and booster pump controls.
- North Halifax Dr. Improvements- Award of bid has been submitted, scheduled for September 18.
- Central Park Paving – Contracts are being executed.
- Tymber Creek Phase I – Volusia County is preparing award of bid.
- US1 & Nova Road Turn Lane - The work is substantially complete.
- Sanchez Park Playground – The playground equipment is scheduled to be installed starting the week of September 24th.
- OBSC T-Ball Fields – The contractor has completed rough laser-grading all four. Irrigation installation began on Monday, September 17. Parking lot grading is in process.
- Side Street Lighting Conversion - Processing the contract so the materials can be ordered.
- Andy Romano Beachfront Park – The contractor has completed masonry work on the restroom/concession facility and will be forming tie-beams. Construction of two pavilions has been completed. Other site work is on-going as well.
- Hand Avenue – Roadwork is occurring on the first phase on construction at the east end of Hand Avenue. The contractor anticipates opening this section by next Friday. 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.
- Wastewater Treatment Plant Expansion and Rehabilitation – Work has been completed on Clarifier 4, Carousel/Reaeration blowers, RAS/WAS Pump Station, Acetic Acid Feed Structure, Electrical Building and generator, Screw Pumps, and Chlorine Contact Tank. The contractor is working on the carousel treatment trains, effluent pumps, and administration building. The contractor has indicated their intent to keep two crews working throughout the project which will accelerate the project's completion by 78 days.

Design Projects:

- 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 26th at 6:30 PM at The Casements.
- South Peninsula 2-inch Water Main Replacement - Reviewed design plans for south peninsula area. A meeting with the affected residents to introduce the project to the public was held on September 19th at 6:30 PM at The Casements.
- Granada Underground Utilities – Staff met with the City of South Daytona to discuss their utility undergrounding project, and also talked with South Daytona’s engineering/design consultant to discuss the details of the project contract procurement method used.
- Audible Pedestrian Signals - Consultant has submitted 60% plans to FDOT.
- 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 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 was presented to the Leisure Service and Quality of Life Boards for comments and recommendations.
- 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- Reviewed construction cost estimate and scheduled meeting to review 90% 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. FEMA will be sending the grant agreement for City Commission approval.
- Wilmette Avenue Bypass Pump Station – FEMA approved the Phase I (Design) for the bypass pump station facility at Wilmette by Thompson Creek. This project would include the ability for staff to set pumps during critical storm events adjacent to the road that would provide for emergency bypass pumping of Thompson Creek without having to set pipes across the road and close the road as occurred during the May 2009 storm event. Recently received word that FEMA has approved the Phase II portion of the grant which includes construction phase. FEMA will be sending the grant agreement for City Commission approval.

Administration:

- Calle Grande Sidewalk - Attended coordination meeting with Holly Hill, Volusia County, TPO, and FDOT to discuss the proposed sidewalk along Calle Grande and Golf Ave. The TPO will be performing a feasibility study, to be prepared by a consultant, after which the applications for grant funding will be considered.
- SR40 Resurfacing - Met with FDOT to discuss proposed resurfacing of SR40/Granada Blvd from Tymber Creek Rd to Perrot Dr. This project will also include mast arm/traffic signal work and various sidewalk improvements between Tymber Creek Rd and the Tomoka River along SR40.

- Reviewed final Nova Landfill Survey submitted by ATS Surveyors.
- 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:

- Completed elevation survey along the east side of the US 1 / Tomoka River Bridge and provided drawing sketch of the same for the Airport Rd Forcemain Project.
- Continued 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 OBSC Irrigation line per Water Division request.
- Created overall map of Central Parks to show proposed improvements, interconnecting trails, canoe launches, and piers per request by Grants Coordinator.
- Researched and provided documents to Legal Department relating to the Duncan/Central Park Lake Ownership dispute.
- Emergency tree locate @ 45 Parkwood Dr for Streets Division.
- Identified and staked out property lines @ Tomoka/W Granada and N Center St/Wilmette Ave per Neighborhood Improvement request.
- Staked-out property line at 245 Oleander per Neighborhood Improvement relating to code violation enforcement.

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

- Poured concrete for a sidewalk at Saddlers Run entrance
- Repaired a concrete sidewalk at 7 Lakeview Circle
- Pulled forms and cleaned up the job at Saddlers Run
- Replaced a sidewalk from a water line break at 2344 Oceanshore Blvd.
- Poured a concrete slab for a park bench at Fortunato Park
- Ground down sidewalks at Tropical Tattoo, 825 S. Yonge St., and at the entrance to Saddlers Run
- Cleaned & organized Truck #254 at the Public Works Complex
- Filled in potholes with gravel at the entrance to the Wastewater Treatment Plant
- Picked up a pallet of Portland cement from Lowe's
- Assisted Building Maintenance at Sanchez Park

- 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 tree stumps on Hand Ave. and on Collins St.
- Removed (2) pine trees on Fleming Ave., (1) tree at 521 Hidden Hills and (1) bay tree at 15 Byron Ellinor
- Trimmed trees over the road on Hand Ave. from US1 to Ridgewood and on John Anderson Dr.
- Removed various hanging tree branches at Nova Community

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
- Weed control on A1A and on Nova Rd.
- Assisted tree crew on Hand Ave.
- Assisted Building Maintenance with playground removal at Sanchez Park

Sign Shop

- Repaired, replaced or installed signs at the following locations:
 - Division Ave. & S. Beach St., adjusted street names & stop sign
 - 109 Washington St., reinstalled 25 mph speed limit sign
 - Checked signs at various locations that may need attention
 - Tomoka State Park at the bike entrance, installed (2) 30" x 30" stop signs
 - Tomoka State Park, installed (2) 12" x 36" pedestrian crosswalk signs
 - Division Ave., replaced pedestrian crosswalk sign
 - Airport Rd. & Tymber Creek, NW corner, removed "No Outlet" sign
 - Airport Rd. Golf Course, restriped golf cart area
 - Tomoka State Park, east side of Beach St., cleared palms for view of pedestrian crossing sign

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Assisted Wastewater with line cleaning on Clyde Morris
- DOT pond maintenance at various locations
- Ditch Maintenance – Williamson, SR40, Airport Rd. and Pineland Trl.
- Sprayed at Willis Dr. outfall

Mowing

- Old Tomoka @ SR40
- Airport
- FDOT ponds – Lakebridge and N & S Nova Rd.
- Ditch Mowing the west shoulders on SR40 and ponds #6, #7 & #8

Vactor

- System Inspection – Creek Forest Ln.
- 215 Kimberly - line cleaning x (2) basins
- 166 Windward Circle – (3) basins cleaned
- Ocean Pines – (2) basins, (1) outfall and (2) lines cleaned

Street Sweeping/Streetsweeper

- 120.4 miles of road cleaned (4 days)
- 27.4 cubic yards of debris removed (4 days)

- Fleet
Mileage Traveled by all City Departments for the week
28,932

PM Services completed for the week:
Emergency—Vehicles and Equipment
12

Non-Emergency Vehicles and Equipment
14

Road Calls for the week:
1

Quick Fleet Facts:

- Fleet has 7,194 gallons of unleaded and 8,061 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,549 gallons of unleaded and 607 gallons of diesel.
- Fleet completed 7 work orders this week.

- Utilities
 - Chemical Bids – Chemical bid was awarded at the September 18, 2012 City Commission meeting. Purchase orders reflecting the new unit prices for selected vendors to be prepared.
 - Concentrate Disposal Study – A letter explaining the project details and purpose with plan attachments for connecting the concentrate feed line to the transfer pump discharge line was sent to Volusia County Health Department (VCHD) for their awareness and regulatory feedback. A pre-bid meeting is scheduled this week.
 - Division Avenue Well Field Raw Water Piping – McKim & Creed completed modeling tasks for determining various theoretical chloride concentrations upon large portions of 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 and a meeting is scheduled to discuss findings on September 25th.
 - 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.
 - Airport Road Force Main/ Reuse Main Extension – Directional drilling under the Tomoka River is underway along US1.
 - FDOT State Road A-1-A Left Turn at Lynnhurst Drive – McKim and Creed submitted 100% design drawings for review. Received a revised set of plans from WBQ for review. Drawings are being reviewed by staff.
 - Hand Avenue Extension – Water main shut down occurred to install a 12-inch gate valve. Approximately 32 businesses were affected. The valve was installed and the water main cleared.
 - 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 late September. The pump fitted with the new impeller was tested and operating curves are being developed.
 - Ormond Beach Wastewater Treatment Plant Expansion – The 1st of two carrousel is being cleaned. The carrousel weir gate channel is corroded and will require replacement in the near future if the gate is to remain operable. This was not part of the rehabilitation contract. Operations staff is considering whether a fixed weir could be installed as a replacement. Effluent (Reuse) 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 although no claim has been filed to date.
 - North Halifax Drive Rehabilitation Reclaimed Water Main Extension – The City Commission awarded contract to P&S Paving September 18.
 - 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. Engineering is scheduling a survey of Walmart and 9M Lift Stations for additional force main replacement and roadway resurfacing at the lift station sites.
 - Tymber Creek Phase 1 Utility Relocation Project – Joint Project Agreement (JPA) for this project is scheduled for consideration at October 2, 2012 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 Owner's response to SPRC comments for Hudson Technologies Fire Connection Line. A request to sub-meter a building in Ormond Ace Plaza (Nova Road – Forest Hills Blvd) was received for review. Plumbing plans for the building are being researched.
 - WWTP Sludge Conveyor System Replacement – Brasfield and Gorrie intends to perform the rehabilitation in October.
 - Transfer Station Lift Station Upgrades – Equipment to construct the station improvements was received by Contractor except for the pumps. The pump delivery is expected in October.
 - 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 7 residential water meters
 - Responded to and/or repaired 3 water service leaks
 - Installed 1 new water service connections
 - Replaced 4 water services due to aged piping
 - Repaired/replaced 21 meter boxes
 - Responded to 2 low pressure and 2 cloudy water complaints
 - Assisted 2 customers with misc. water issues.
 - Tested 5 city owned backflow preventers
 - Continued city owned fire hydrant maintenance program: 25 hydrants have been inspected for operational efficiency and any maintenance needs identified have been completed.
 - Performed a 3" and 4" commercial water meter tests, tested accurate

- Notified customers and performed a water main shut down at the intersection of Hand Ave and S. Nova Rd to facilitate installation of new 12" valve and connection of the new 12" water main to existing.
- Utility locate service for Water/wastewater/reuse: 67 regular and 1 emergency locates have been completed
- Rescinded boil water alert on Collins St/ Hand Ave – Hand Ave/ Nova Rd

- Water Treatment
 - Delivered to the city 36.786 million gallons for the week ending Sept. 16, 2012 (5.255 MGD)
 - Backwashed 12 filters for a total of 356,000 gallons backwash water.
 - Produced and hauled 67.5 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.
 - Sampled, cleared and rescinded one Precautionary Boil Water notice.

- Waste Water Collection – Reuse
 - Crews responded to five trouble calls Breakaway/Hunters Ridge PEP System service area and six in town.
 - Televised four – root control seven - cleaned three sewer laterals.
 - Replaced clean out brass caps at 862 Lindenwood ,556 McIntosh Rd, 17 Laurel Oaks Cir, 596 Bryant St and 72 Foxcroft Run.
 - Low pressure sewer psi reading on 2 inch FM on Westland Run 19/15 psi, Foxhunters Flat 21/15 psi and 2 inch FM on Shadow Creek Blvd. 17/15 psi, Hunters Ridge Blvd 4 inch FM 9/8 psi. (morning / afternoon)
 - Installed new pep tank at 33 Black Hickory and replaced damaged pep tank with E-One System at 40 Carriage Creek.
 - Flushing reuse system on peninsula on-going.
 - Checked force main pressure at 1800 US1- 5 psi.

- Waste Water Treatment
 - Domestic and Industrial Wastewater flow was 29.25 Million Gallons.
 - Produced 15.23 Million Gallons of Reuse.
 - Produced 14.02 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.18 MGD, plant designed for 6 MGD
 - Hauled tons of sludge 130.21 (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
 - Pulled #1 mixer from the slurry tank for repair.
 - Installed new 50 HP VFD motor drive at Shadow Crossings Irrigation/Fire Suppression Pumping Facility.
 - Fabricated 3" hose adaptor for operations to assist cleaning of south pit.
 - Installed booster pump #2 at Riverview pumping station.
 - Pulled drain valve actuator at Leeway storage tank for repairs, found motor bearings bad, replaced.
 - Installed rebuilt well head on 16D - returned to operational status.
 - B.A.T. irrigation station wells not working. Well #3 needed overloads reset, found overloads to small, ordered proper size. Well #4 the contractor on site damaged underground power to well. Repaired power found - pump motor bad. Replaced relay BAT well 3.
 - Repaired broken pipe flange on anti-scalant pump.
 - Cleaned lime injection ports at Claricones.
 - Well 19SR adjusted phase monitor for incoming power @ 225 volts

- Installed new circuit breaker at Riverview pump #2
- Performed PM's to Rima, Division, SR40 and Hudson Well fields.
- Performed PM's to LPRO and Lime Softening Plant equipment.
- Performed Booster Station PM's.

Wastewater Plant – Lift Stations

- Replaced soft starter on Pump 2 at 4M liftstation.
 - Performed PM's (daily, weekly, and monthly) to various plant equipment.
 - Cleaned transducer at 7P liftstation pump #2.
 - Assisted Emerson RAS with New Hunters Ridge liftstation troubleshooting
 - BAT liftstation high starts, found bad contact point on level probe-replaced
 - Installed new PEP controller at 40 Carriage Creek Way.
 - Replaced Sodium Bisulfite pump #1
 - 13M – pulled pump #2 – replaced impeller & wear ring with repaired inventory
 - Tea Cups – rebuild VASCO Solenoid Valve master water flow valve, assisted operators with blow down of plugged Tea Cups
 - Breakaway Trails – reinstalled covers on both drop chutes
 - Chlorine Tank #2 and 3 – replaced site glass
 - Influent Room – repaired leaking water line at pump seal cooling
 - Fermentation Submersible Mixer #10 and 12–broke in PM– changed oils.
 - Assisted Contractor with Plant rehab activities.
 - Deragged submersible aerators daily.
 - Liftstation SCADA repairs to 19 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 3 liftstations. (pulled pumps, inspected and changed seal oil)
 - Utilities Division completed 71 work orders as reported in MP2 computerized maintenance management system, of which 55 were PM work requests and 16 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 30th. Staff met with one IU facilities to answer questions associated with the draft 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 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.
- **U.S. EPA Unregulated Contaminant Monitoring Rule (UCMR3):** Staff attended a Webinar sponsored by the EPA to receive updates to the UCMR3 sampling events. The Webinar solidified the information that was received by the EPA in the original correspondence. Staff has activated the City's account with the Central Data Exchange for the purposes of reviewing and reporting future UCMR3 data to the EPA.

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 and provided support for the City Commission Meeting on September 18, 2012
- Agenda packet preparation for the Historic Landmark Preservation Board meeting on September 24, 2012
- Agenda packet preparation and creation for the City Commission Meeting on October 2, 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.
- **CivicPlus Media Center on Website**
 - Project Status: In Progress
 - Staff migrated audio/video meeting recordings to Media Center
 - Staff uploaded Enviro-Tips videos to Media Center for Video Launch on September 19, 2012

- Mobile Phone Application (myOrmondBeach)
 - Project Status: In Progress
 - Vendor submitted application to iTunes for approval / processing / 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