

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: October 5, 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 and City Clerk
- Weekly staff meeting with Directors

Spoke to, attended and/or met with:

- Rotary meeting
- As requested, agenda review with Commissioner Stowers
- ICMA conference Friday through next Wednesday

Community Development

• Planning

- The following planning activities occurred this week:
 - A public meeting for the expansion of the Granada Economic Opportunity Zone (Brownfield) to beachside has been established for October 24, 2012 at the Casements. A website to keep business people and residents informed about the Department's progress will be placed on the main page of the City's website.
 - Staff attended the following meetings:
 - Joint Planning Board and City Commission Work session
 - City Commission meeting.
 - City attorney regarding annexation in and around Chelsea Place and Williamson Boulevard.
 - Drafted amendments to the Ormond Crossings Master Development Plan and forwarded them to the City Manager, Assistant City Manager, ED Director, City Attorney, and outside counsel – Linda Shelly. Upon receipt of comments, a final draft of the agreement will be forwarded to Tomoka Holdings for review and comment.
 - The public hearing on the Finding of Necessity is scheduled for the October 11th Planning Board. Staff has been fielding inquiries which resulted from the individual notices sent two weeks ago. The overwhelming response is support for improving the physical conditions of the US 1 corridor.
 - The Department prepared the closeout report on the Energy Efficiency and Conservation Block Grant (EECBG) program. Projects completed with the EECBG funding were:
 - Installation of 29 programmable electronic thermostats
 - Installation of 100 motion sensors for lights
 - Replacement of over 4,100 Fluorescent bulbs and 1,200 fixtures and ballasts
 - Development and implementation of an educational website

Documented cost savings to the City was \$45,637 with total electrical usage reduced by 266,340 kilowatt hours.

- **Building Inspections, Permitting & Licensing**
The following Building activities occurred this week:
 - 36 permits were issued with a valuation of \$683,299.00
 - 149 inspections performed.
 - 8 business tax receipts issued.
- **Development Services**
The following SPRC activities occurred this week:
 - Pre-construction meeting with Kings Crossing Centre (formerly lot 1 of the Olive Grove development) at 775 West Granada Boulevard. The property owner stated that construction is expected to start around October 22nd.
 - Pre-application meeting on the property at 8 Coolidge Avenue. The property is zoned B-5 (Service Commercial) and the concept displayed a 14,400 square foot building with business warehouses as the intended use.
 - Three Planned Business Development applications were submitted for properties owned by Sunoco. The addresses are 460 South Atlantic Avenue, 3 North Yonge Street, and 1546 west Granada Boulevard. The submittals are under review by the Site Plan Review Committee.
 - Completed packet for the Board of Adjustment and Appeals (BOAA) for three variances at 394 Idlewood Drive submitted by a new property owner. The BOAA meeting date is October 10, 2012.
 - Completed the Planning Board packet that includes three development applications including the Marshside Planned Residential subdivision, a Special Exception for special event outdoor activities at the Kickstart Salon at 906 North US1, and a rezoning at 146 North Orchard Street. The Planning Board meeting date is October 11, 2012.

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. 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.

- Staff is attending the Florida Redevelopment Association annual meeting held in Daytona Beach from October 24-26. Plans are underway for a bus tour of the Volusia County cities. Staff is coordinating with Ormond Main Street staff the tour of the Ormond Beach Main Street District.
- Staff attended the Volusia Manufacturing annual Expo at the Ocean Center. Many of the Ormond Beach manufacturers were displayed at the event.
- Staff attended the monthly Team Volusia economic development practitioners meeting. The new Team Volusia CEO, Mr. Keith Norden, was introduced at the meeting.
- Staff attended the Daytona Regional Chamber Legislative Action Committee meeting to finalize the 2013 Legislative priorities list.

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 has transmitted Prospect Referral forms to the City's real estate representatives and property owners requesting suitable sites for ICSC retail prospects.
- 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

- Austin Outdoors began routine mowing of the infields and other turf areas of the airport this week. Staff has received positive commentary from airport tenants, users, and control tower staff regarding the safe, expeditious and professional manner with which Austin Outdoors has undertaken this responsibility.
- Staff finalized work this week with Halifax Paving, the successful bidder for the Taxiway Alpha Relocation & General Airfield Improvements Project, to prepare and submit a formal construction contract to the City. The contract with Halifax Paving will be presented to the City Commission for approval at their meeting on October 16th.
- Staff completed work with Hoyle, Tanner & Associates to compose an updated scope of services for a proposed Supplemental Joint Participation Agreement between the City and FDOT regarding State funding for elements of the Taxiway Alpha Relocation & General Airfield Improvements Project and upgrades to security lighting systems at the airport. The Supplemental JPA will shortly be presented to the City Commission for approval.
- Staff continues to work with the FAA Orlando Airports District Office to survey airport tenants and users regarding airspace issues related to FAA approval of the proposed TowerCom communications tower site at the airport.
- Staff has completed work to prepare materials requested by the firm of Slack, Johnston & Magenheimer, Inc. required to finalize an appraisal and initial valuation of certain airport parcels. Appraisal activities should be complete by mid-October.
- Staff completed work with Austin Outdoors to conduct herbicide application to the impervious surfaces at the airport this week, including all taxiway and runway shoulder areas, ramps, taxi lanes, and auxiliary surfaces.
- Kathy Harper Painting completed roof repair work at the air traffic control tower this week.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Preparation of year-end audit.
- Completed Projects - Weekly
 - Processed 69 Journal Entry Batches (# 5078 – 5207 and # 2 - 22).
 - Approved 69 Purchase Requisitions totaling \$3,005,912.83.
 - Issued 23 Purchase Orders totaling \$592,074.20.
 - Prepared 153 Accounts Payable checks totaling \$497,533.00 and 53 Accounts Payable EFT payments totaling \$857,350.50.
 - Prepared 38 Payroll checks totaling \$31,359.72 and 323 Direct Deposits totaling \$372,425.59.
 - Transferred IRS 941 payment of \$130,346.01.
 - Processed 4,927 cash receipts totaling \$1,143,119.08.
 - Processed 1,180 utility bill payments through ACH totaling \$82,541.81.
 - Processed and issued 1,890 utility bills with billed consumption of water of 11,746k.
 - Issued 407 past due notices on utility accounts.

Grants/PIO

- Press Releases
 - Open Gymnastics Workout
 - Nova Community Center – New Hours
 - Youth Basketball Registration
 - Laurel Wilt
 - Central Park – Parking Lot Closure at Fleming Avenue & Hammock Lane
 - Cameron Brennen Memorial Playground Dedication (10/13)
 - Mayor's Walk Through Central Park (10/13)
 - Walking with the Manager (10/18)
- 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.

Fire Department

Weekly Statistics

- Fires: 3
- Fire Alarms: 1
- Hazardous: 3
- EMS: 75
- Motor Vehicle Accidents: 4
- Public Assists: 38

TOTAL CALLS: 124

- Aid provided to other agencies: 19 calls – Volusia County (9), Daytona Beach (10)
- Total staff hours provided to other agencies: 23
- # of overlapping calls: 23

- # of personnel sent with EVAC to assist with patient care during hospital transport: 1
- Total EMS patients treated: 63

Training Hours

- EMT Refresher: 9
- Incident Command: 6
- Policy Review: 3
- Preplanning: 8
- Search and Rescue: 4
- Tactics: 2

TOTAL TRAINING HOURS: 32

Station Activities

- Updated 27 pre-fire plans
- Conducted 2 fire inspections
- Inspected 199 fire hydrants
- Provided tour of Station 93 to sixteen kindergarten children from River Bend Academy

Significant Incidents

- 9/27/12, 2:07 PM: Hand Ave. – Structure Fire – Smoke showing upon arrival at residential fire – search conducted and located fire in attic above garage – attic fan fell off wall onto insulation and electrical lines – no injuries.
- 9/28/12, 7:42 PM: Plaza Blvd. – Structure Fire – Provided automatic aid to Daytona Beach – single story residential home with fire coming from rear of structure – established water supply and assigned to safety operations– cleared scene at 8:08 PM.

Human Resources

Staffing Update

- Job Requisitions
 - 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.

- Police Department – Police Officer position was advertised on 09-17-12 on the Florida Police Chief’s web site and the City web site and will close on 10-05-12.
- Public Works Department/Wastewater - Maintenance Worker II was advertised on the City web site and in-house on 09-28-12 with a closing date of 10-12-12.
- Public Works Department/Water Distribution - Maintenance Worker II was advertised on the City web site and in-house on 09-28-12 with a closing date of 10-12-12.

- 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 have been scheduled.
 - 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.
 - 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. Interviews have been scheduled for 09-26-12.
 - Public Works Department/Streets – Maintenance Worker II has been advertised with a closing date of 09-14-12. Thirty-Three (33) applications have been received, entered on the applicant tracking sheet, copied and forwarded to the department for review. Interviews have been scheduled.

- Job Offers
 - Finance Department – A Meter Reader candidate has been selected and will begin employment on 10-08-12.

- Terminations/Resignations/Retirements
 - FY Attrition – M/E 9-30-12: 5.21% (excluding retirements)
 - Public Works/Water Dist. – A Maintenance Worker II employee has resigned effective 09-28-12.
 - Leisure Services/Administration – An Office Assistant III employee has resigned effective 10-22-12.
 - Police Department/CID – A Police Officer has elected to retire after 26 years of service effective 10-31-12.

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.

City Events/Employee Relations Update

- Planning has begun for Employee Appreciation Day which will be held on 10-24-12 at Rockefeller Gardens Park.

Risk Management Projects

- Attended and assisted with planning for the Mayor's Health & Fitness Challenge meetings.
- Conducted Random drug & alcohol tests for selected employees; all negative.
- Final edit and run through of New Employee Orientation prior to first session conducted on 10-03-12.

Information Technology (IT)

• Information Systems (IS)

- Work Plan Projects
 - Finance/Community Development – CRM system replacement – Reviewing additional information requested from the vendors.
 - Transparency Website – reviewing work plan received from the City of North Port, developing project work plan.
- iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 32 New work - 21 completed - 27 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	18,690	Inbound E-Mails Blocked	8,700
Delivered Inbound E-Mails	9,864	Quarantined Messages	126
Percentage Good Email	52.8%	Virus E-Mails Blocked	11

- Notable Events: None.
- Geographical Information Systems (GIS)
 - Addressing Additions: 2 Changes: 88 Corrections: 0
 - Map/Information Requests: 14
 - Information Requests from External Organizations: 2
 - CIP Related Projects (pavement management, project tracking map): 2
 - Meter GPS locate and ID: 22,502 total, completed 2,725 (12.1%) potable 2,486, Irrigation 239
 - Notable Events: Run GPMS 5 year scenario. Compare 2 inch water main replacement priority 1 with scenario results.

Leisure Services

• Administration

Meetings attended/hosted:

- Administrative Staff Meeting
- Public Works Staff Meeting
- Supervisory Staff Meeting
- Facilities Maintenance Staff Meeting
- City Commission Meeting
- Met with MainStreet representatives re: Riverfest
- Nova Community Center Pre-Construction Meeting
- Nova Master Plan Conference Call
- Sanchez Park Dedication Meeting
- Environmental Learning Center meeting
- Agenda Item submittals
- Above and Beyond submittals
- Employee of the Quarter submittals

- Project ROMP Assistance
 - Met with Administrative Staff to discuss Above and Beyond recommendations
 - Progress Meeting with Austin Outdoors
 - Met with Painting Contractor to discuss FY 2013 Projects
 - R&R Budget review
 - Staff Meeting with Building Maintenance, Park Maintenance and Athletic Fields Foreman
 - Operating Budget review
 - Met with Janitorial Contractor to discuss concerns
 - Met with T-Ball Field Contractor daily to discuss progress of project
 - Met with Dock contractor to discuss progress of Central Park I observation deck project.
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- 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 their fall season on Monday through Friday evenings at 5:30pm at the Sports Complex, Nova, and South Ormond fields.
 - The Ormond Beach Soccer Club continued their fall recreational and competitive soccer practices Monday through Friday, 6pm to 8pm. Games are held every Saturday through November 17th, starting at 9am.
 - Ormond Beach Pride Football hosted home games (5) on Saturday at the Sports Complex, Championship Field #7.
 - The City Youth Flag Football program continued games this week Monday through Thursday at the Softball Quad and Kiwanis Field. Times are 5:45pm and 6:45pm.
 - The City Youth Volleyball program continued this week on Monday and Friday, 6pm to 8pm, at the Nova gymnasium.
 - The City Adult Coed Softball League started their 2nd half of games this week Monday through Thursday at 6:20pm, 7:30pm, and 8:40pm at the Sports Complex, Field #7.
 - The City Men's Fall Softball League continued their fall season game schedule this week at the Softball Quad, Monday and Thursday, Quad #4, 7pm and 8:15pm.
 - OBYBSA Recreational Softball continued their fall game season this week on Monday, Tuesday and Thursday evenings at 6pm. Games are held at the Sports Complex Softball Quad.
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- Athletic Field Maintenance
 - Mowed South Ormond (SONC) outfield, prepped infield for games.
 - Repainted soccer fields at SONC.
 - Cleaned SONC tennis and basketball courts.
 - Went to Osceola school to tend to the infields, tennis and handball courts.
 - At Nova Park, mowed infields and outfields, cleaned skateboard park, tennis and handball courts.
 - Picked up and dropped off equipment to Fleet on a daily basis.
 - Made fuel runs for equipment.
 - Cleaned restroom, offices and lunch area of the maintenance building.
 - Mowed the baseball fields 3 times per week.
 - Continued mowing the soccer fields.
 - Continued mowing the softball fields.
 - Replaced sprinklers as necessary.
 - Daily clean up of Limitless Playground.
 - Maintenance and cleaning of the new entrance sign to the Airport Sports Complex.
 - Prepared baseball and softball fields for practices daily.
 - Continued spraying pesticide on all ball fields.

- Continued to paint 21 soccer fields for both competitive and recreational leagues.
- Mowed football fields at Ormond Beach Middle School.
- Ormond Beach Golden Spikes have begun their fall season at both Nova and the Airport Sports Complexes.
- Prepped softball fields for men's and co-ed leagues.
- Hosted the Pop Warner football teams on Saturday.
- Prepped soccer and football fields for weekend games.
- Continued trouble shooting baseball irrigation system.
- Continued hosting the Challenger soccer group on Tuesday nights.
- Hosted a college 7 on 7 Rugby tournament on Sunday.
- Hosted a USSSA baseball tournament on Saturday and Sunday.
- Began girl's recreational softball leagues at the softball quads.
- Hosted the Seabreeze JV football team on Wednesday night.
- Set up new framing and nets for the batting cages.
- Helped when needed at the new T-ball fields construction site.
- Began flag football leagues this week.
- Senior Center
 - October classes and programming coordinated through the Council on Aging were held Monday through Friday.
 - Joint City Commission/Planning Board meeting was held on Monday from 7pm to 9pm.
 - Granada Squares Dance was held on Tuesday from 7pm to 9:30pm.
 - Living Word Family Church was held on Wednesday from 6:30pm to 8:30pm.
 - Big Band America met on Thursday from 7pm to 9pm.
 - Tomoka Duplicate Bridge was held on Saturday from 11am to 4pm.
 - Chinmaya Church met on Sunday from 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.
 - 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:
 - Florida State Naturals Bodybuilding Competition, Saturday, October 6th, 10am to 6pm (not a public event).
- 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 Tuesday and Thursday from 5:30pm to 7pm.
 - The fitness room was open from 1pm until 9pm on weekdays.
 - Pavilion rentals, Saturday, 3pm until 5pm.
 - African Heritage meeting, Tuesday evening from 6pm to 8pm.
 - Youth Basketball Bruins exposure camp in South Florida on Saturday.
- Community Events
 - Attended staff meeting.
 - Attended event meeting with Recreation Manager.
 - Attended Senior Games 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, continued tracking applications and assistance to potential participants.
- Processed Employee Health Fair donation(s), mail out, and tracking of incoming donations.
- Set up, worked and strike of City Commission workshop, Monday, October 1st.
- Continued preplanning activities for dedication of playground at Sanchez Park on October 13th.
- Began processing and collecting quotes for food, tent, tables, chairs, linens and all equipment and supplies needed for Employee Appreciation Day, Wednesday, October 24th.
- Began preplanning activities for Veterans' Day Dinner, Monday, November 12th.
- Weekly administrative tasks, office work, meetings and activities.

- Gymnastics
 - The new October/November session began this week.
 - Open gym was held Monday evening.
 - Implemented two new programs: Mommy and Me class, and Teen Developmental class.

- 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 continued to practice twice per week.
 - Challenger Soccer, a sports program for those with special needs ages 10 and older, continued to practice on Tuesday from 5pm to 6pm.
 - 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 Ormond Beach Art Guild's Fall Show will be on display throughout the month of October.
 - Church services were held at Bailey Riverbridge on Sunday morning.
 - Volunteers met on Monday evening at 5:30pm to begin planning the 3rd annual "Rockefeller Revisited" program scheduled for Saturday, October 27th.
 - Staff received the movie for this week and reviewed it for viewing on Friday.
 - Members from the Antique Automobile Association met with the Coordinator on Tuesday afternoon at 3pm to plan for the upcoming Gaslight Parade and Antique Car Show.
 - The Ormond Beach Garden Club held their first general meeting of the new season on Wednesday, from 9am to noon.
 - The Casements Guild members met on Wednesday for a Centennial planning meeting from 10am to noon.
 - The Guild Crafters met in Room 205 on Thursday afternoon.

- The Ormond Beach MainStreet Farmers' Market resumed this week on Thursday from 8am to 1pm, after a summer break.
- A large tour group from Nature Explorers visited The Casements on Thursday for a special tour beginning at 10am.
- A group from the YMCA Retirees visited The Casements on Thursday morning at 11am for a special tour.
- Staff prepared for the October "Movies on the Halifax" with the featured presentation of The Perfect Game, rated PG.
- Staff prepared for the Ormond Beach Art Guild's Opening Reception on Friday.
- Ormond Beach Art Guild hosted an Opening Reception for their Fall Exhibit on Friday from 5pm to 7pm.
- A wedding rehearsal was held at 5:30pm at Ormond Memorial Gardens on Friday.
- A wedding rehearsal was held at 6:30pm at Ames Park
- The Casements was the site for a 50th Birthday Party on Saturday, from 5pm to 11pm.

- Parks and Irrigation
 - Removed graffiti from the playground equipment at Fire Station #91.
 - Installed two new benches on the gazebo at Cassen Park.
 - Formed and poured a picnic table slab at City Hall.
 - Assisted with forming pads for lighting at City Hall.
 - Transported surplus furniture from old Planning offices to Fleet for auction.
 - Installed a new memorial bench at Fortunato Park.
 - Applied ant bait for insect control at Rockefeller Gardens.
 - Trimmed overhanging limbs along the Althouse Trail.
 - Repaired a damaged handrail at the Joyce Ebbets pier.
 - Assisted Irrigation Div. with various repairs.
 - Citywide safety inspections of parks and equipment.
 - Weekly inspections of park facilities for reservations.
 - Repaired a leaking water cooler at Central Park I.
 - Repaired a vandalized water cooler at Cassen Park.
 - Cleaned up ladies restroom at Ames Park due to vandalism.

- Building Maintenance
 - Weekly inspection of airfield lighting and signage.
 - Daily preventive maintenance of City vehicles and equipment.
 - Assisted with installation of A/C in Leisure Services Administration.
 - Continued maintenance of ice machines City wide.
 - Repaired and augmented toilet paper dispensers at Public Works men's locker room.
 - Repaired a lock on toilet paper dispenser at Public Works.
 - Re-ordered janitorial supplies.
 - Replenished filter stock for A/C units for various facilities.
 - Picked up and installed a new A/C unit in the Building Maintenance foreman's office.
 - Checked water cooler for repair at concessions at Nova ball field.
 - Repaired the kitchen sink drain at Fire Station # 92.
 - Repaired water coolers at Cassen Park and Central Park I.
 - Replaced the kitchen faucet at Fleet.
 - Repaired the women's toilet at Cassen Park.
 - Repaired the garbage disposal at The Casements.
 - Mounted a shelf in the weight room of the Police Dept.
 - Removed old CRT TVs and replaced with new flat screen TVs at the Police Dept.
 - Replaced a TV in the break room at the Police Dept.
 - Repaired a latch in the women's holding cell at the Police Dept.
 - Replaced glass in the parent observation box at the Gymnastics Center.
 - Installed ten bollards at Memorial Gardens.

- Annual fire inspections for City facilities.
- Repaired lights at City Hall.
- Replaced a TV in PAC director's office.
- Repaired pedestrian gate at the Airport Tower.

Police Department

Administrative Services

- Attended Volusia County Communications User's Group Meeting
- Citizens Police Academy in progress.
- New animal services contract with Halifax Humane Society implemented.
- Attended Volusia & Flagler Police Chiefs monthly meeting.

Community Outreach

- PAL programs begin October 8th.
- DARE classes have begun in the elementary schools.

Criminal Investigations

- Cases Assigned: 25
- Cases Cleared by Arrest/Complaint Affidavit: 14
- Cases Exceptionally Cleared: 8
- Inactive: 14
- Fraud: 5
- Burglary Residential: 2
- Larceny Car break: 12
- Grand Theft: 4
- Missing Persons: 1
- Death: 1
- Narcotics:
 - One search Warrant
 - Two Buy Walks
 - Two Buy Walk Attempts

Comments:

- Stolen iPhone from Ormond Middle School recovered and charges are being filed against a school janitor for the theft.
- \$8,000 mower stolen from the front of Mower Depot. No suspects at this time.
- Local suspect arrested for several counts of burglary, dealing in stolen property and grand theft.

Community Service/Animal Service

- Animal Calls: 70
- Animal Bites: 2
- Animal Reports: 11
- Animals To Flagler Humane Society: 26 (Cats: 19, Dogs: 7)
- Animals to Halifax Humane Society: 3 (Cats: 2, Dogs: 1)
- Notice of Violation: 1
- Alarm Citation: 1

Records

- Walk - Ins / Window 118
- Phone Calls 201
- Arrest / Notice to Appear 19
- Citations Issued 134

- Citations Entered 130
- Reports Generated 131
- Reports Entered 149
- Mail / Faxes / Request 46

Patrol

- Total Calls 1,641
- Total Traffic Stops 220

Operations

Crime Opportunity Reporting Forms issued: 97

9-27-12 Burglary at 72 Pine Trail. Power tools were stolen from the garage.

9-27-12 Burglary at 76 Pine Trail. Ladders stolen from storage shed.

9-27-12 Car Burglary at 240 W. Granada Bv. A suspicious person was observed looking into an unlocked vehicle. The suspect fled prior to police arrival.

9-27-12 Disturbance at 508 Andrews St. involving a mother and adult son. No charges filed, the son left the home for the night.

9-27-12 Car Burglary at 1245 Biltmore Dr. Several items taken from an unlocked car.

9-28-12 Car Burglary at 264 Division Ave. A wallet was stolen from a vehicle; credit card was later used by unknown suspect in Daytona.

9-28-12 Disturbance at 570 Bryant St. Husband was arrested for domestic violence.

9-28-12 Narcotics at 155 S. Nova Rd. A small amount of marijuana found after officers contacted a suspicious person in the parking lot.

9-28-12 Car Burglary at Fortunato Park. A window was broken out of a vehicle and a wallet was stolen.

9-28-12 Car Burglary at Bailey Riverbridge Gardens Park. A was purse stolen.

9-29-12 Grand Theft at 45 Tomoka Ridge Way. A bracelet was stolen from the residence.

9-30-12 Theft of electrical service via an underground meter.

9-30-12 Car Burglary at 44 Ivanhoe Dr. Camera stolen from an unlocked vehicle.

9-30-12 Car Burglary at 101 Loyola Dr. Lap top computer and iPad taken from an unlocked car.

10-1-12 Warrant Arrest at 300 N. Nova RD. An adult male was arrested after a traffic stop.

10-2-12 Car Burglary at South Ormond Neighborhood Center. Suspects on bicycles entered three vehicles and stole wallets and credit cards. Cards used later in Holly Hill.

10-2-12 Disturbance at 791 Marvin RD. The wife was arrested for domestic violence.

Traffic Unit:

- One Stealth Stat survey was completed.
- Traffic Citations 86
- Parking Citations 4
- Crash - No Inj. 14
- Crash - Injury 1
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
 - Self-Initiated Enforcement Locations:
 - Central Park Corridor
 - Fleming Avenue
 - Hand Avenue
 - Division Avenue
 - N. US 1
 - N. Beach Street
 - Enforced Complaints:
 - John Anderson Drive
 - Clyde Morris Blvd.
 - Riverside Drive

- Beach Street
- Southern Pines (parking)
- S. Old Kings Rd

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 1 Cases Initiated
- Zone 2: 1 Cases initiated
- Zone 3: 0 Cases initiated
- Zone 4: 6 Cases initiated
- 28 signs have either been removed or sign cases created.
- 23 tree removal permit requests
- Administrative staff assisted with forty-nine (49) 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) 166 N. Beach Street – Received a complaint that the owner of this property has erected a fence that may have been located on the city park to the south. The fence is not located on city property. A notice of violation was issued on September 19th providing the owner 20 days to obtain a permit.
- 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. The Special Magistrate provided the respondent a 60 day continuance as requested due to medical reasons.

Zone 2:

- 1) 794 Hand Ave. – Received a complaint about mosquito breeding in the swimming pool. The owner of the house is deceased. The house is vacant and staff has learned that GMAC is the lending institution responsible for the maintenance of the property. Staff visited the site and found the pool gate open. Staff secured the gate and has contacted mosquito control on behalf of the complainant. The yard is in need of maintenance. Staff will issue a notice to the bank to register the property and maintain the site.
- 2) 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. The owner attended the hearing. The owner was given 60 days to achieve compliance and to pay the \$50 citation and costs to process the case. Failure to comply will result in a \$25 daily accruing fine.

Zone 4:

- 1) 7 Queen Ann Court – Staff has received a number of complaints that the contractor for the lending institution handling this property is doing a very poor job. The last inspection revealed

that the contractor is still leaving debris behind and has not been mowing certain areas of the property. A notice of violation has been issued to the lending institution for failure to comply with the maintenance requirements of the City

Public Works

- **Engineering**

- **Construction Projects:**

- **Roadway Resurfacing** – Staff met with contractor to discuss phasing of City Hall parking area resurfacing.
- **Transfer Station Pump Station**- Reviewed shop submittals.
- **Airport Rd. Forcemain Extension/ Reclaimed Water Main Extension** – Staff, contractor, and consultant attended project progress meeting. Project is on schedule and expected to be completed in February 2013.
- **North Halifax Dr. Improvements**- The project bid was awarded and the contracts are being prepared.
- **Central Park Paving** – Construction scheduled to begin October 8. Parking lot areas off Fleming Ave and Hammock Lane will be closed until December 7 while lots are under construction for improvement, temporary parking will be provided. The parks themselves will remain open to the public.
- **Tymber Creek Phase I** – Volusia County is preparing award of bid. Construction start is being considered for January 2013.
- **US1 & Nova Road Turn Lane** – The project is substantially complete. FDOT is managing this project.
- **Sanchez Park Playground** – Project is complete except for some minor punch list items.
- **OBSC T-Ball Fields** – Project is 90% complete. Signage and parking lot wheel stops remain to be installed.
- **Side Street Lighting Conversion** – Staff is working with Rexel to finalize the contract and order fixtures.
- **Andy Romano Beachfront Park** – The contractor has completed masonry work on the restroom/concession facility and has formed the tie-beams. Construction of three pavilions has been completed. Other site work is on-going as well.
- **Hand Avenue** – Roadwork is nearing completion of the first phase on construction at the east end of Hand Avenue. 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, Carrousel/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. Operator training on completed components is on-going.

Design Projects:

- **Mainland 2-inch Water Main Replacement** – Submitted design review comments to consultant. Proposed utility work is also in process of being compared to the 5-year roadway resurfacing plan to determine if construction of some watermains can be done cost effectively within the roadway, where resurfacing may be proposed in the near future.
- **North Peninsula 2-inch Water Main Replacement** - Held 60% design review meeting.
- **South Peninsula 2-inch Water Main Replacement** - Reviewed design plans for south peninsula area.

- 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. The City’s consultant is compiling all costs and agreements that will need to be approved for execution by the City Commission
- Audible Pedestrian Signals - Consultant has submitted 60% plans to FDOT. FDOT is reviewing the plans.
- SR40 Washington to Beach St - FDOT has approved the proposed street light relocation design plans for permit.
- Nova Street Light Painting - Received written quotations for street light repainting. Processing purchase order for the work.
- Nova Community Park Basketball Court – Contract was awarded at the October 2nd City Commission meeting.
- Nova Community Park Racquetball Court - Contract was awarded at 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 finalizing design plans for FDOT permit review.
- Downtown Medians – Revised plans have been re-submitted for FDOT review.
- John Anderson Drive- Reviewed construction cost estimate and scheduled meeting to review 90% plans. Staff is working with the consultant to value engineer the plans as the stormwater improvements have exceeded earlier cost estimates due to the number of existing utility conflicts that require relocation. A utility coordination meeting is being held to discuss any potential issues with private utilities.
- 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.
- 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.
- Nova Road Landfill – Staff met with FDEP representatives for routine inspection at landfill closure site.
- Roadway Drainage – Staff met on-site to investigate a stormwater drainage problem on Ocean Terrace. Staff will be performing survey elevations to determine how the roadway grade and curb and gutter can be modified to drain properly.

- Watermain Extension – Staff met with County representatives and residents from Shockney Drive, located in a county enclave, about a watermain extension along the road, to be served by the City.
- Held weekly progress meeting for Andy Romano Beachfront Park.
- Held weekly progress meeting for Hand Avenue improvement project.
- Reviewed drainage plans for 437 N. Beach Street, 322 Riverside Drive, and 27 Manderly Lane; requested updates and resubmittal to meet city requirements
- Residential SWMP Permits review and filing (on-going)
- Magnolia wall measurement (on-going)
- Attended FDOT LAP project EEO Compliance workshop
- Nova Road Landfill - Reviewed site assessment supplemental report for FDEP submittal.

Other:

- Completed topographic surveys of Walmart lift station
- Began legal description for downtown CRA Overlay District addition for Planning Division
- Onsite visits to 437 N Beach St., 322 Riverside Dr., and 27 Manderly Ln. to verify accuracy of SWMP's
- Researched old documents for Elinor Village and Elinor Heights subdivisions for easements over existing sanitary systems
- Researched drawings for proposed city Welcome Sign at Ormond Towne Square
- Verified and supplied As Built information for sanitary system along John Anderson and Neptune areas

Customer Service:

- Provided city dock permit and construction requirements to Realtor
- Provided updated utility information to FDOT for N US1 construction areas

- Environment Management

- Street Maintenance

- Asphalt / Concrete

- Asphalt repair at the entrance of Country Club Dr.
- Patched holes with asphalt at 3 Island Cay Dr., 15 Julie Dr., and 160 Pinecone Trl.
- Assisted Parks crew setting trash can slabs at Sanchez Park
- Removed spillway and replaced concrete at 531 Lakebridge Dr.

- 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
- Maintenance of tools at Public Works Saw Shop
- Trimmed trees on Mound Ave., Grove St., Memorial Gardens and Central Ave.

- 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
- Assisted the concrete crew at City Hall
- Assisted the asphalt crew at Country Club and A1A

- Assisted Charles from the Sign Shop on Division Ave.
- ROW trimming on Nova Rd., south of N. Old Kings Rd. and other citywide locations
- Removed weeds with weedeater on Nova Rd., north of Burger King
- Grades Rima Ridge – west SR40

Sign Shop

Repaired, replaced or installed signs at the following locations and other jobs:

- Riverbend Golf Club, installed (2) stop signs at the golf cart path
- Division Ave., removed damaged pedestrian crossing marker from center of the road
- Roosevelt Dr. & Division Ave., replaced a stop sign & post
- Melrose Ave. & N. Beach St., replaced “No Truck” sign post
- Division Ave., installed (2) new pedestrian crossing markers
- Cassen Park, straightened a leaning boat trailer parking sign
- Various Locations, checked for signs that may need attention
- Nova Recreation, replaced a stop sign and post on the north side
- Casements Dr., replaced a stop sign & post in the parking lot
- Casements Dr. & Riverside Dr., straightened a “No Parking” sign
- Bermuda Estates Blvd., replaced a stop sign at the (4) way

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Basin Cleaning – Zones 1, 2, 3 & 4
- Created a French drain at Ocean Terrace & N. Halifax and installed rock
- Assisted Building Maintenance with the Gradall unloading lights at Memorial Gardens
- Reachout Mowing – SR40 and on N. US1 for upcoming Biketoberfest
- Line & basin cleaning – E. & W. Victoria Circle and at Laurel Oaks Circle (400’ line) (10 basins)
- Assisted Wastewater with line cleaning at Ann Rustin and TV’d line for sinkhole investigation on N. Halifax
- Inspected a pipe in between Live Oak & Tomoka Ave. (400’)

Street Sweeping/Streetsweeper

- 62.1 miles of road cleaned (this is for 2 days)
- 9.5 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week

35,131

PM Services completed for the week:

Emergency—Vehicles and Equipment

6

Non-Emergency Vehicles and Equipment

12

Road Calls for the week:

3

Quick Fleet Facts:

- Fleet has 10,399 gallons of unleaded and 6,353 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,847 gallons of unleaded and 905 gallons of diesel.
- Fleet completed 45 work orders this week.

- Utilities

- Chemical Bids – Purchase orders reflecting the new unit prices for selected vendors are being prepared.
- Concentrate Monitoring and Disinfection Upgrades – VCHD requires that two reduced pressure zone (RPZ) backflow prevention devices be installed on the proposed concentrate disposal connection to reuse transfer piping. The consultant indicates that this may add \$30,000 to the project cost. The engineer revised his estimate to \$145,000. Addendums were prepared to add the RPZs to the plans and respond to questions received during the advertising period. The bid opening was postponed until October 11th.
- Division Avenue Well Field Raw Water Piping – The consultant is preparing the final report to include staff review comments.
- 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 is occurring underneath the railroad tracks on Airport Road.
- FDOT State Road A-1-A Left Turn at Lynnhurst Drive – Staff reviewed McKim and Creed 100% design drawings. Reviewing the revised set of plans from FDOT Consultant, WBQ.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Pump #3 is being retrofitted with a new style impeller by the manufacturer. The operating curves for the new impeller are being evaluated by CDM Smith. Questions were posed to the manufacturer concerning the Allowable Operating Range (AOR) shown on the pump curves. The minimum flow rates recommended appear to be higher than certain low flow periods encountered at the treatment plant.
- Ormond Beach Wastewater Treatment Plant Expansion – The first of two carousels is being cleaned. Effluent (Reuse) transfer pumps are being installed. Operations staff making necessary adjustments for minimizing disruption to plant stability and corresponding effluent quality. Operator training on the motor control center was performed.
- Lift Station Repair and Replacement Project – Contractor (Worsham) final pay request acceptance remains pending - no claim filed to date.
- North Halifax Drive Rehabilitation Reclaimed Water Main Extension – Contracts are being prepared.
- 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 surveyed the Wal-mart and 9M Lift Stations for additional force main replacement and roadway resurfacing at the lift station sites.
- Tymber Creek Road Phase 1 Utility Relocation Project – Construction is scheduled to begin in January.
- Water Plant Aerator Rehabilitation – A continuing Construction Management firm will be contacted for discussing performance of the recommended rehabilitation.
- SPRC: Plumbing plans for the building are being researched in response to the request to sub-meter a building in Ormond Ace Plaza (Nova Road – Forest Hills Blvd). Punch lists

- for the Huntington Woods and Hunter's Ridge lift station are being addressed by the owner's representative. As-built plans for Hunter's Ridge are being revised to address review comments. Easements for Jimmy Johns are being reviewed.
- WWTP Sludge Conveyor System Replacement – Brasfield and Gorrie disassembled the conveyor rollers - belts. Top rollers are being installed.
 - Transfer Station Lift Station Upgrades – Contractor awaiting pump equipment delivery scheduled for October prior to on-site activities.
 - 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 FDOH Tri-annual Sanitary Survey results for review of City's water supply, treatment and distribution systems operations. Survey findings from FDOH 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.
- Water Distribution
 - Exchanged 7 residential water meters
 - Responded to and/or repaired 14 water service leaks
 - Replaced 7 water services due to aged piping
 - Repaired/replaced 23 meter boxes
 - Responded to 3 low pressure and 2 cloudy water complaints
 - Assisted 1 customer with misc. water issue.
 - Tested 8 and repaired 1 city owned backflow preventers
 - Meter Testing: tested a 4", 3" and nine 2" commercial water meters, all tested accurate, Tested two 1" meters serving 1545 Hand Ave due to a billing issue, meters tested accurate, scheduled 6 commercial meters for testing
 - Continued city owned fire hydrant maintenance program: 17 hydrants checked for operation and identified maintenance needs completed.
 - Performed valve maintenance on 10 main line valves
 - Water Distribution System Flushing: South 40, The Crossings & Coquina Point Subdivisions
 - Initiated leak detection at the intersection of Ann Rustin Dr and N. Halifax Dr, installed leak noise loggers on the water services at Wal-Mart and Crown Apartment Complex due to a possibility of water service leaks
 - Performed mock shutdown for future water main tie-ins on Hand Ave at Collins St and Bryant St
 - Multiple field meetings with Hazen Construction concerning future water main installation and existing water main connections along Hand Avenue.
 - Utility locate service for Water/wastewater/reuse: 81 regular and 4 emergency locates have been completed. Met with GIS and Metrotech Co. concerning the utility locator attaching GPS to the new location machine to assist more accurate locations of meter boxes, water mains, and valve boxes for future mapping.
 - Water Treatment
 - Delivered to the City 35.059 million gallons for the week ending Sept. 30, 2012 (Avg. Daily Demand for week @ 5.008 MGD)
 - Backwashed 9 filters for a total of 346,000 gallons backwash water.
 - Produced and hauled 67.5 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.
 - Waste Water Collection – Reuse
 - Crews responded to four trouble calls Breakaway/Hunters Ridge PEP System service area and one in town. Total rainfall for Breakaway Trails (.75") and Hunters Ridge was (.50") from 9/27/12 to 10/03/12.

- Televised 400' of 36" storm drain at Ann Rustin and North Halifax Dr.
- Replaced brass clean out caps at 34 Iroquois Trail, 7 Eagle Dr. and 12 Glenn Arbor Park.
- Provided maintenance staff 2" irrigation filter for 1 John Anderson Dr.
- Low pressure sewer psi reading Westland Run 12/22 psi, Foxhunters Flat 15/20 psi and 4" on Shadow Creek Blvd. 9/5 psi. (a.m./p.m.)
- Installed new PEP System tank at 6 Coquina Lake Way
- Ongoing flushing of reuse on beach side.
- Checked force main pressure at 1800 US1 - 5 psi.

- Waste Water Treatment
 - Domestic and Industrial Wastewater flow was 29.93 Million Gallons.
 - Produced 17.31 Million Gallons of Reuse.
 - Produced 12.62 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.28 MGD, plant designed for 6 MGD
 - Hauled tons of sludge 49.52 (14%-18% Solids).
 - Passed Chronic Bioassay Testing.
 - 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
 - Checked out the #2 booster pump at Granada. Found check valve not operating properly, ordered replacement
 - Changed out analog input card at 3M lift station to read reuse pressure at River crossing.
 - Repaired the feed pipe on #6 hypochlorite pump.
 - Attended new MCC/Generator PLC training at Wastewater plant.
 - Completed work on new control cabinet for well 10D.
 - Replaced overloads on Breakaway Trails well #3
 - Reamed the injection port on Claricones
 - Continued monitoring storage tanks and wells at all irrigation stations in Hunter's Ridge and Breakaway.
 - Performed PM's to Rima, Division, SR 40 and Hudson Well fields.
 - Performed PM's to LPRO and Lime Softening Plant equipment.
 - Performed Booster Station PM's.

 - Wastewater Plant – Lift Stations
 - Replaced PEP control box at 47 Forrest View.
 - Swapped VFD from Centrifuge #1 to #2 due to excessive vibration in bowl assembly. Pulled #1 bowl assembly for cleaning.
 - Changed all circuit breakers, fuse holders and contacts on motor starters at Airport Business Park Liftstation. Hydrogen sulfide gasses apparent culprit. Also sealed all conduits from wetwell.
 - Transfer Station – cleared blockage at force main using gas powered pump
 - Spanish Waters liftstation has high force main pressure (38 psi). Shut down flushing water due to high level in wetwell. Informed Collections.
 - Deragged Influent pumps.
 - Walmart Lift Station – met with City Engineering Division for survey.
 - Attended MCC/Generator transfer training.
 - Barscreens weekly wash down of screens and chutes
 - Assisted Contractor with Plant rehab activities.
 - Deragged Submersible aerators daily.
 - Performed PM's to plant equipment according to MP2 schedule.
 - Liftstation SCADA repairs to 15 stations

- Master Liftstations – pump down & wash down wet well – broke up scum layer in wet wells.
- Monthly PM's to 18 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's to 4 liftstations. (pulled pumps, inspected and changed seal oil)
- Utilities Division completed 87 work orders as reported in MP2 computerized maintenance management system, of which 66 were PM work requests and 21 were repair work orders.
- Wastewater Collection/ Treatment/ Disposal Regulatory Activities
 - Industrial Pretreatment Program: The new permits have been delivered to the Industrial Significant User (IU) facilities connected to the City's sewer system. The comment period is nearing its end term and the IU permits will become effective soon after the 1st week of October.
 - Reuse Expansion: The new reuse transmission line is currently under construction along Airport Road and US1 to supply reuse to Breakaway Trails and Hunter's Ridge. Utility staff is gathering information to apply for a waste water permit modification to include these areas in the reclaimed water service area.
 - Public Education of Sewer Uses: Staff is editing a brochure to eventually post on the City's website to inform customers of proper use of the City's sewer system. With special consideration to oil and grease being contributed to the sewer as the holidays approach. The brochure outlines the detriment oil and grease may cause to the collection system as well as proper disposal methods and locations.
- Water Supply/ Treatment and Distribution System Regulatory Activities
 - Cross Connection Control Program: 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. 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. Staff attended a Webinar outlining the changes to the CCR rule. The final rule change will occur by the end of 2012.
 - 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.
- City Clerk attended weekly meeting with City Manager.
- Staff attended and provided support for the October 1, 2012 City Commission and Planning Board Joint Workshop
- Staff attended and provided support for the October 2, 2012 City Commission Meeting
- Agenda packet preparation and creation for the City Commission Meeting on October 16, 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.
- 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.
- Mobile Phone Application (myOrmondBeach)
 - Project Status: Application available for download
 - Staff worked on reformatting contact list and other minor formatting / usability issues to provide to vendor for update.
 - Staff provided vendor with routing for report feature.
- Records Management System Upgrade
 - Project Status: On Going
 - Waiting on selection of new Enterprise Resource System before we proceed with the Records Management System upgrade.