

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: October 12, 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

Spoke to, attended and/or met with:

- Agenda Review
- ICMA annual conference from last Friday through Wednesday
- Florida Local Government Coalition Strategic Planning Meeting

Community Development

• Planning

The following planning activities occurred this week:

- The Planning Director corresponded with Volusia County regarding the annexation strategy planned to eliminate the Chelsea Place and Williamson enclaves. The strategy which Volusia County staff has indicated is a good one is as follows:
 - City to annex all properties with recorded annexation instruments assuming VC agrees that the strategy reduces the size of an existing enclave.
 - Annex FDOT and VC properties upon a simple consent (memo, letter, email, etc).
 - Work with the existing properties to which the City sent letters to gain voluntary annexation by holding them harmless regarding property rights and use in order to continue to reduce the size of the enclave; and,
 - As a last resort, seek an Interlocal Agreement to annex those parcels remaining with the idea of holding harmless the property owners' rights to use, etc. (indicated this might require the City, VC and the property owners that are left to negotiate out the details).
- Planning Board conducted public hearings on the Finding of Necessity for the US1 corridor, Marshside (rezoning and amended PRD), itinerant vending as a special exception which is an outside activity; and the rezoning application of property on Orchard Street to industrial.
- At the request of a resident, the Planning Director attended a meeting composed of the Assistant City Manager, Finance Director, and Deputy City Attorney regarding the process of establishing a Special Assessment District for the Oceanside area for the purpose of undergrounding overhead utilities.

• Building Inspections, Permitting & Licensing

The following Building activities occurred this week:

- 44 permits were issued with a valuation of \$1,349,347.00
- 164 inspections performed.
- 4 business tax receipts issued.

• Development Services

There were no new SPRC activities not already reported in earlier weekly reports.

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. 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 findings 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 Daytona Regional Chamber Legislative Action Committee meeting to finalize the 2013 Legislative priorities list. Staff is working with Team Volusia and Volusia Manufacturing Association to identify priorities for 2013.

Prospective Business Attraction/Retention/Expansion

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

Airport Operation and Development

- Staff continues to receive positive commentary from airport tenants, users, and control tower staff regarding the manner with which Austin Outdoors completed their first scheduled mowing of the infields and other turf areas of the airport last week.
- The contract with Halifax Paving to construct the Taxiway Alpha Relocation & General Airfield Improvements Project will be presented to the City Commission for approval at their meeting on October 16th.
- Staff has been advised by FDOT that proposed Supplemental Joint Participation Agreements between the City and FDOT regarding the Taxiway Alpha Relocation & General Airfield Improvements Project and upgrades to security lighting systems at the airport have been approved and forwarded to the City. These supplemental JPAs will shortly be presented to the City Commission for approval.
- Staff completed work this week to clear trees and vegetation that had begun to obscure the view of Runway 8 from the air traffic control tower.
- Staff completed work this week to compile and submit airport operations data to the FDOT Aviation Program Development office. This information is needed in order for FDOT to periodically update the Florida Aviation Systems Plan (FASP).
- The last meeting in 2012 of the Aviation Advisory Board was held this week on Monday, October 8th.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Preparation of year-end audit.
- Completed Projects - Weekly
 - Processed 48 Journal Entry Batches (# 5211 – 5242 and # 23 - 87).
 - Approved 44 Purchase Requisitions totaling \$564,016.04.
 - Issued 55 Purchase Orders totaling \$2,113,255.29.
 - Prepared 180 Accounts Payable checks totaling \$472,237.21 and 31 Accounts Payable EFT payments totaling \$155,156.31.
 - Processed 3,838 cash receipts totaling \$434,890.84.
 - Processed 1,068 utility bill payments through ACH totaling \$55,282.99.
 - Processed and issued 5,377 utility bills with billed consumption of water of 29,659k.
 - Issued 654 past due notices on utility accounts.

Grants/PIO

- Public Information
 - Press Releases
 - Open Gymnastics Workout
 - Nova Community Center – New Hours
 - Residential Structure Fire (16 Linden Falls Drive)
 - myOrmondBeach app
 - Nova Community Park Demolition and Construction Activities
 - Election Information
 - Cameron Brenneman Memorial Playground Dedication (Update)
 - City Hall Parking Lot Resurfacing
 - Girls Youth Basketball
 - Boys Youth Basketball
 - Youth Basketball Training
 - Other
 - Citizen Contacts
 - Media Contacts

- Added to and updated items in News & Announcements and other pages on the City's website.
- Attended Mayor's Health and Fitness Challenge Meeting.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Submitted ECHO Grant for the Mandatory Technical Review.
 - Attended Mandatory CDBG Training.

Fire Department

Weekly Statistics

- Fires: 3
- Fire Alarms: 7
- Hazardous: 0
- EMS: 68
- Motor Vehicle Accidents: 4
- Public Assists: 34

TOTAL CALLS: 116

- Aid provided to other agencies: 19 calls – Volusia County (9), Daytona Beach (10)
- Total staff hours provided to other agencies: 73
- # of overlapping calls: 24
- # of personnel sent with EVAC to assist with patient care during hospital transport: 2
- Total EMS patients treated: 53

Training Hours

- EMS Protocols: 4
- EMT Refresher: 26
- Hazardous Materials: 20
- Incident Command: 8
- Paramedic: 12
- Preplanning: 5
- Search and Rescue: 3
- Tactics: 3
- Technical Rescue: 2

TOTAL TRAINING HOURS: 83

Station Activities

- Updated 23 pre-fire plans
- Conducted 6 fire inspections
- Inspected 100 fire hydrants
- Instructed quarterly American Heart Association Heartsaver CPR/AED course to Ormond Beach residents.
- Provided public education to the following schools for Fire Prevention Month:

	<u>Children in Attendance</u>
Kidsko Pre-School	30
Pathways Elementary	25

Significant Incidents

- 10/4/12, 2:23 PM: Niagara Falls Cir. – Structure Fire - Laundry room fire – smoke and flames coming from dryer causing screen door to blow open – resident evacuated home – heat and damage isolated to dryer outlet plug – no fire extension into surrounding wall space.

- 10/4/12, 6:42 PM: Amsden Rd. – Motor Vehicle Accident – Truck crashed into garage taking out right side of garage entrance – structural damage to home – no injuries.
- 10/5/12, 1:07 AM: Linden Falls Dr. – Structure Fire – Heavy smoke showing from single story manufactured home – reported as working fire in bathroom with residents trying to extinguish and yelling for help – assumed rescue mode upon arrival – heavy fire damage in attic and rear bedroom/bathroom area – no injuries – all Ormond Beach Fire Department units on scene with automatic aid from Volusia County Engine 11 – cleared scene at 3:27 am.

Human Resources

Staffing Update

- Approved/Active Recruitment
 - Public Works Department/Wastewater Plant – Treatment Plant Operator “A”, “B” or “C”. HR is waiting on approval to advertise Operator position as a Treatment Plant Operator “*Trainee*” position.
 - 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. Additional interviews have been scheduled for 10-08-12.
 - 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 closed on 10-05-12. Applications are being compiled and entered on applicant tracking sheet.
 - 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.
 - Leisure Services Department/Athletic Fields Maintenance - Maintenance Worker II was advertised on the City web site and in-house on 10-09-12 and will close on 10-19-12.
- 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 for the week of 10-08-12.
- Background/Reference Checks
 - Public Works Department/Streets – A Maintenance Worker II applicant has been selected and the background check has been started.
- Job Offers
 - Leisure Services Department/Community Events – A Part Time Community Events Technician applicant has been selected and has begun pre-employment processing.
 - Leisure Services Department/Performing Arts Center – A Part Time Custodian candidate has been selected and will begin employment on 10-16-12.
 - City Attorney’s Office – A Paralegal candidate has been selected and will begin employment on 10-22-12.

- Demotions
 - Police Department – A voluntary demotion has been requested by an employee from Police Corporal to Police Officer effective 01-12-13.
- Terminations/Resignations/Retirements
 - FY Attrition – M/E 9-30-12: 5.21% (excluding retirements)
 - Leisure Services/Administration – Office Assistant III effective 10-22-12.
 - Police Department/CID – Police Officer 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.
- Next employee orientation has been scheduled for 10-17-12.

City Events/Employee Relations Update

- Planning has begun for Employee Appreciation Day which will be held on 10-24-12 at Rockefeller Gardens Park.
- Wellness COVE - Health Risk Assessment appointments have been scheduled for 10-31-12 between 8:30 a.m. and 1:00 p.m. and will take place at the Nova Community Center. An additional make-up day has been scheduled for 11-14-12.
- Employee Health Fair will be held on 11-14-12 at Nova Community Center.

Risk Management Projects

- Attended the Mayor's Health & Fitness Challenge meetings and the Walk with the Mayor.
- Attended a Workers' Compensation deposition and attended Workers' Compensation pre-mediation conference.

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: - Virtualized 2 servers; OBPS1, OBBES1.
 - 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	19,256	Inbound E-Mails Blocked	8,665
Delivered Inbound E-Mails	10,473	Quarantined Messages	118
Percentage Good Email	54.4%	Virus E-Mails Blocked	272

- Notable Events: Updated both terminal servers for remote access uses with MS Office 2007
- Geographical Information Systems (GIS)
 - Addressing Additions: 93 Changes: 69 Corrections: 0
 - Map/Information Requests: 11

- Information Requests from External Organizations: 0
- CIP Related Projects (pavement management, project tracking map): 0
- Meter GPS locate and ID: 22,502 total, completed 2,956 (13.1%) potable 2,715, irrigation 241
- Notable Events: None.

Leisure Services

- **Administration**

Meetings attended/hosted:

- Supervisory Staff Meeting
- Public Works Staff Meeting
- Sanchez Park Playground Visits
- Cameron Brennehan Memorial Playground Dedication, Sanchez Park
- Mayor's Health & Fitness Challenge Team Meeting
- Mayor's Health & Fitness Challenge Team Walk, Central Park II
- Sports Complex Visits
- Park Visits
- Programming Meetings
- One on One Staff Meetings
- Staff Meeting
- Progress meeting with Austin Outdoors
- Met with Painting Contractor to discuss progress of Softball Quad project and future projects
- Met with Janitorial Contractor to discuss concerns
- R&R Budget review
- Staff Meeting with Building Maintenance, Park Maintenance and Athletic Fields Foreman
- Operating Budget review
- 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
- Walk through of playground project at Sanchez Park
- Reviewed quarterly janitorial surveys

- **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 continued their annual fall practices this week at the Softball Quad, Sports Complex, Monday through Friday evenings.
- Ormond Beach Golden Spikes and Ormond Beach Youth Baseball and Softball Assoc. continued 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 (3) on Saturday at the Sports Complex, Championship Field #7.
- The City Youth Flag Football program continued games this week Monday through Friday 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 Wednesday, 6pm to 8pm, at the Nova gymnasium.
- The City Adult Coed Softball League continued their 2nd half of games this week Tuesday 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.
- The Lady Renegades Competitive Softball Program hosted their annual October Tourney this past weekend, with 50+ teams entered. Games were played at Nova Fields and the Softball Quads, as well as Softball Field #7, on Saturday and Sunday.
- 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.
 - Fixed the problem with baseball irrigation system.
 - Hosted the Challenger soccer group on Tuesday nights.
 - Began girl's recreational softball leagues at the softball quads.
 - Began boy's recreational baseball leagues at the quads and the South Ormond fields.
 - Hosted the Seabreeze JV football team on Thursday night.
 - Installed new framing and nets for the batting cages, and rebuilt pitching mounds.
 - Continued helping when needed at the new T-ball fields construction site.
 - Began Flag Football leagues this week.
 - Prepped to host the Lady Renegades softball tournament over the weekend.
- Senior Center
 - October 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.
 - 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. Hometown Business Alliance presented "A Memorable Event," Tuesday, 5:30pm to 7:30pm.
 - 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 next scheduled Performing Arts Center show is November 2nd, Kopy Kats Musical Revue.

- 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.
 - 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.
 - Attended Holidays at The Casements meeting.
 - 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, continued tracking applications and assistance to potential participants, and began process of potential sponsorships.
 - Processed Employee Health Fair donation(s), mail out, and tracking of incoming donations.
 - Continued preplanning activities for dedication of playground at Sanchez Park on October 13th.
 - Continued preparations 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 October/November session classes for various age groups and levels were held Monday through Friday.
 - 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 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 at the Sports Complex.
- 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.
- Renovations on the outside handball and basketball courts began Wednesday, October 10 and will continue until January.

- 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.
 - A wedding ceremony was held in Ames Park on Saturday afternoon.
 - A wedding ceremony was held in Ormond Memorial Gardens on Saturday afternoon.
 - A 50th birthday celebration was held at The Casements on Saturday evening.
 - On Monday morning St. James held their annual Blessing of the Animals in Rockefeller Gardens.
 - The Casements Guild held a Board Meeting in the Preservation Room on Monday morning.
 - The Guild Crafters met in Room 203 on Thursday afternoon.
 - The Ormond Beach MainStreet Farmers' Market was held on Thursday from 8am-1pm in Rockefeller Gardens.
 - Two wedding ceremonies are scheduled to take place on Friday in Ormond Memorial Gardens.

- Parks and Irrigation
 - Delivered fill dirt from the Airport Sports Complex to Sanchez Park.
 - Removed old picnic tables and trash cans from Sanchez Park.
 - Repaired a trash can lid at Fortunato Park.
 - Applied ant bait for insect control at Rockefeller Gardens.
 - Repaired loose bench hardware at Rockefeller Gardens.
 - Installed new picnic tables at Sanchez Park.
 - Installed new trash cans at Sanchez Park.
 - Installed a new picnic table at City Hall.
 - Repaired damaged decking on the pier at Sanchez Park.
 - Mulched the trails leading to the fishing pier at Sanchez Park.
 - Conducted citywide safety inspections of parks and equipment.
 - Conducted weekly inspections of park facilities for reservations.

- Building Maintenance
 - Weekly inspection of airfield lighting and signage.
 - Daily preventive maintenance of City vehicles and equipment.
 - Completed preventive maintenance cleaning and sanitizing 15 City owned ice machines.
 - Performed safety preventive maintenance of 13 controlled access gates at various facilities.
 - Repaired the oven at Fire Station #92.
 - Repaired A/C in the bunkhouse at Fire Station #91.
 - Prepared 40 holiday snowflakes for refurbishment.
 - Performed safety checks on ADA doors, air conditioning, general items of the Commission Chambers, and other common areas of City Hall.

- Replaced a deodorizer mister can in Public Works administration hallway.
- Repaired the building alarm at the PAL House.
- Replaced the P-TAC unit in the Building Maintenance foreman's office.
- Removed and cleaned the P-TAC unit from the Sign Shop.
- Repaired street lights under the bridge at Cassen Park.
- Located electric at Central Park I and II.
- Repaired the flag light in Rockefeller Gardens.
- Repaired lights on Washington St.
- Repaired lights on Willow Place.
- Installed new bollards in Memorial Gardens.
- Installed a new stove and dishwasher in the Memorial Museum.
- Tinted door windows inside Nova Rec. Center.
- Tinted the parent seating area windows at the Gymnastics Center.
- Adjusted the door closure at Nova Rec. Center.
- Removed the curtain from the weight room at Nova Rec. Center.
- Repaired a light in the men's room at SONC.
- Checked for a roof leak at SONC.
- Installed a sign for the elevator phone at City Hall.
- Installed a sign for the elevator phone at the PAC.
- Repaired a roof leak at the Art Museum.
- Repaired the men's room urinal at the soccer fields.
- Repaired the ladies' room toilet at Bailey Riverbridge.
- Repaired the men's room toilet seat at Fortunato Park.

Police Department

Administrative Services

- Provided quarterly training to all sworn and non-sworn personnel.
- Held weekly staff meeting.
- One sergeant attending SPI (Southern Police Institutes) advanced management training course.
- Biketoberfest Operational plan and staffing assignments completed.

Community Outreach

- PAL staff continued to work on the upcoming PAL Golfing for Youth Tournament. The tournament will be held November 3, 2012 at Pelican Bay Country Club.
- Science on Patrol at Ormond Beach Elementary began the six week program on Tuesday, October 9th. Currently 8 youths are enrolled.
- Tutors R Us began offering programs for youths at the South Ormond Neighborhood On October 8th. We anticipate 20 youths will be enrolled in the program.
- Contacts were made for the annual holiday party to be held at the South Ormond Neighborhood Center on December 20th.

Criminal Investigations

- Cases Assigned: 14
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 2
- Inactive: 7
- Fraud: 3
- Burglary Business: 4
- Burglary Residential: 1
- Larceny Car break: 4
- Grand Theft: 2
- Narcotics:

- Undercover surveillance in Ormond Beach and Holly Hill
- Three Buy Walks
- Two Buy Walk Attempts

Comments:

- Carjacking: Investigators are assisting South Florida police regarding a subject who reported he was carjacked and made to drive three hours north on I-95 to Ormond Beach. The victim escaped when the subject was searching his trunk on the side of I-95. Police and Air-One searched for the subject with negative results.

Community Service/Animal Service

- Animal calls: 77
- Animal reports: 4
- Animal Bites: 2
- Animal Traps :5
- Animals to Halifax Humane Society: 9, Dogs: 1 Cats: 8
- Animal Licenses:10
- Animal Notice of Violation: 1
- Animal Citations: 1
- Animals Reclaimed:2
- Trap-Neuter-Return: 1

Records

- Walk - Ins / Window 119
- Phone Calls 206
- Arrest / NTA'S 21
- Citations Issued 140
- Citations Entered 178
- Reports Generated 130
- Reports Entered 138
- Mail / Faxes / Request 48

Patrol

- Total Calls 1,772
- Total Traffic Stops 277

Operations

Crime Opportunity Reporting Forms issued: 110

10-4-12 Trespassing at 1629 W. SR-40 (Texaco Station) two transients were given trespass warnings for the premises.

10-4-12 Battery at 327 S. Halifax Dr. The resident was assaulted by a house guest.

10-4-12 Car Burglary at 110 S. Nova Rd. Einstein's Bagels, purse stolen from vehicle.

10-5-12 Burglary at 268 N. Nova Rd. rear door pried open, nothing missing.

10-5-12 Grand Theft at 66 Broadmoor Cir. Ex-roommate stole a large screen TV.

10-5-12 Burglary at 570 S. Atlantic Ave. Accurate Automotive, a table, chairs, and scrap metal was taken from outside the building.

10-5-12 Burglary at 153 E. Granada Bv. AT&T store. Suspect broke a window out of the front door and stole cell phones.

10-5-12 Narcotics at Marvin and Harvard Dr. A traffic stop resulted in the arrest of the driver for drug possession.

10-5-12 Narcotics at Highland Ave and N. Yonge St. A traffic stop resulted in the arrest of the driver for drug possession.

10-5-12 Theft from 43 Highland Falls Dr. A lawnmower was stolen from the back yard.

10-6-12 Trespassing at Bailey Riverbridge Gardens Park. A transient was arrested for trespassing after a warning.

10-6-12 Disturbance at 51 Tomoka Meadows Bv. Husband was arrested for domestic violence after striking his wife.

10-7-12 Car Burglary at 320 Tomoka Ave. An unlocked vehicle was entered and items stolen.

10-7-12 Car Burglary at 125 Interchange Bv. Cracker Barrel restaurant. A car window was broken to gain entry.

10-7-12 Aggravated Assault at 194 Cambridge Ct. A man was arrested for threatening another with a baseball bat.

10-8-12 Burglary at 119 Creek Forest Lane. A family member is suspected of forcibly entering the house.

10-8-12 Narcotics at 600 Block of Tomoka Ave. A traffic stop resulted in the arrest of the driver for drug possession.

10-9-12 Burglary at 21 Old Macon Dr. Entry gained through an unlocked window, the suspect vandalized the interior and stole some items.

10-9-12 Arson at 170 N. Kings Rd. A vehicle was set on fire in the parking lot. An ex-boyfriend is suspected.

10-10-12 Burglary at 8 Windsail Cir. Bedroom screen pried off to gain entry.

Traffic Unit:

- Case # 12-10-00066 stationary radar step out traffic stop led to a red jeep fleeing from officer. Driver was well known by Ormond units. Suspect hid his vehicle behind an abandoned house on Oleander Place and was found walking home on Division Av. Suspect was arrested for fleeing and driving on a cancelled D/L.
- Traffic Citations 83
- Parking Citations 1
- Crash - No Injury 16
- 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: 0 Cases Initiated
- Zone 2: 1 Cases initiated
- Zone 3: 3 Cases initiated
- Zone 4: 4 Case initiated
- 42 signs have either been removed or sign cases created.
- 13 tree removal permit requests.
- Administrative staff assisted with forty (40) telephonic inquiries and one (1) walk in.

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) 233 Benjamin Drive – Received a complaint that the second floor window has been boarded up for a number of years. A notice of violation has been issued and the property also posted to ensure proper service of notice. The owner of the property is incarcerated and a family member has been working with staff to remedy this issue. However, sufficient time has lapsed and there has been no change to the status of this case.
- 2) 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.
- 3) 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. Work is scheduled to start on Saturday. (Please see page 2 of today's Weekly Review for detailed information)
- **Transfer Station Pump Station-** Reviewed shop submittals.
- **Airport Rd. Forcemain Extension/ Reclaimed Water Main Extension** – The new forcemain was directionally drilled beneath the railroad track crossing on Airport Road. Permit modification is in progress to accommodate the jack & bore crossing US1 at Nova Road, due to the additional temporary work area needed for dewatering and staging of the bore rig operation. The booster pump for the reclaimed watermain is approximately 70% complete. Site restoration continues along Airport Road.
- **North Halifax Dr. Improvements-** Contracts have been compiled and are being executed.
- **Central Park Paving** – Work began on October 8 on the Fleming Avenue and Hammock Lane locations. Exhibit maps were prepared for alternative parking areas near the regular parking lots, which will be staged and will include signage for the public.
- **Tymer Creek Phase I** – Volusia County is preparing award of bid. Construction start is being considered for January 2013.
- **US1 & Nova Road Turn Lane** – Project is substantially complete. FDOT is managing this project.
- **Sanchez Park Playground** – Project is complete.
- **OBSC T-Ball Fields** – Project is 95% complete. Signage and parking lot wheel stops remain to be installed.
- **Side Street Lighting Conversion** – Materials have been ordered.
- **Andy Romano Beachfront Park** – 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** – The first phase of work from US1 to Coolidge is open. Off road grading is being completed and sodding will follow. We have installed 1-inch of paving and intend to come back once all phases are complete and install a second 1-inch lift to the entire length of the road. So for now there will be a 1-inch difference in the pavement elevation and the edge of the curb. This will provide a final road with no joints which will enhance the final appearance and ride of the road. FDOT typically follows this procedure for state roads. 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. Water mains and storm water mains have been installed and the culvert crossing at Laurel Creek is being replaced with larger diameter pipes.
- **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.
- **Nova Community Park Basketball and Racquetball Courts** – Contractor mobilized equipment and prepared the existing courts for demolition.
- **Fire Station 91 Playground Renovation** – Work is scheduled to start near the end of this month.
- **Memorial Gardens LED Bollards** – Work is complete.

Design Projects:

- Mainland 2-inch Water Main Replacement – A public meeting to discuss the project with residents has been scheduled for October 25 at 6:30 PM at the Senior Center.
- 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 was held on September 26th 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 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. 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. Review comments from staff were sent to the consultant.
- 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 Master Plan - The proposed Master Plan is being revised per the Leisure Services and Quality of Life Boards recommendations. This will then be presented to the City Commission.
- Downtown Banner – Project consultant is finalizing design plans for FDOT permit review.
- Downtown Medians – Revised plans have been re-submitted for FDOT review (2nd submittal).
- City Welcome Sign – ZCA is preparing 60% drawings for staff review.
- Beach Ramp Beautification – County agreement is being reviewed by staff.
- 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 was 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. Staff held meeting with Paul Duncan to discuss his claim of ownership of the water rights. Legal is reviewing our legal position.
- 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, 27 Manderly Lane, 425 Pine Bluff, and 454 South Beach Street, and submitted approved plans to Building Division.
- Researched and created new sketch and legal description of corrected easement at future Jimmy Johns location per Planning Department's request.
- 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:

- Continued updating legal description for addition of the downtown CRA Overlay District per Planning Department request.
 - On-site visits to Saddlers Run to check on grade and fill permit and related flooding complaint.
 - Researched and provided drawing copies of the northbound US1 forcemain from Nova Road to US Foods per Wastewater Division request.
 - Updated AutoCAD drawings to reflect current conditions for the proposed City welcome sign located at the Ormond Towne Square and provided copies to the consultant, Zev Cohen.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Asphalt patch for the Water Department at 3 Deer Moss Trail
 - Asphalt repair at Riverbeach & A1A
 - Constructed a concrete spillway between 81 & 83 Abacus Dr.
 - Pulled forms and backfilled on Abacus Dr.
 - Sidewalk inspection in Zones 1 & 2
 - Ground down sidewalks on Ormond Green Blvd.
 - Replaced a sunken sidewalk at 174 Marvin Rd.
 - 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 on Wilmette Ave., Orchard ROW, Central Ave., Vanderbilt Dr., Forest Hills Blvd., N. Halifax Dr., Diane Dr., Sanchez Park, Hammock Ln., Holly St. ROW, and around gates at Fire Station #92
- Removed trees on Oleander at the end of the street, and in the south lot of the Police Department
- Installed fencing at Prince of Peace Church

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
- Installed and the removed holiday flags on the Granada Bridge
- Weed control on Granada Blvd. from Orchard to Tomoka Bridge
- Spread road with (3) loads of shell at Sanchez Park

Sign Shop

- Repaired, replaced or installed signs at the following locations and other jobs:
- Tomoka Ave. & S. Perrott St., south side, replaced a stop sign post
- Andalusia Ave., Hand Ave. & Coolidge Ave., removed street names for contractor
- Bailey Riverbridge Gardens, installed additional "1-2-3 Lock Your Car" sign
- Tomoka Meadows Dr., installed "Duck Crossing" sign
- Seville St. & S. Beach St., replaced a stop sign and post
- Various Locations, checked signs the may need attention
- Central Parks I & II, installed temporary parking signs
- Winding Woods Trl. & Kim Ct., replaced a stop sign and post due to damage
- Winding Woods Trl., replaced "No Outlet" sign at the front entrance

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Basin Cleaning – citywide locations
- Took pipe to Central Park for temporary driveway
- Sprayed at Nova Rd., FDOT ponds and ballfields pond
- Reachout Mowing – US1, SR40, FDOT ponds and Sanchez Ave. ditch
- Slope Mowing – SR40 and US1 FDOT
- Weed eating mitered ends on US1 and on SR40
- Vactor
 - E & W Tower Cir. – basin & line cleaned
 - Briargate – basin cleaned
 - Sinkhole inspection – 30 Greenwood Ave.
 - Burns St., Bryant St., Cameo Dr., Charleston Sq., Tara Pl., Fleming Ave., Aaron Cir., Trina St. and Thomas St. – basins cleaned
 - Mainsail Dr. – basin and outfall cleaning

Street Sweeping/Streetsweeper

- 145.8 miles of road cleaned
- 35.0 cubic yards of debris removed

- Fleet
Mileage Traveled by all City Departments for the week
26,659

PM Services completed for the week:
Emergency—Vehicles and Equipment
11

Non-Emergency Vehicles and Equipment
13

Road Calls for the week:
3

Quick Fleet Facts:

- Fleet has 7,768 gallons of unleaded and 6,353 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,631 gallons of unleaded and 703 gallons of diesel.
- Fleet completed 46 work orders this week.

- Utilities

- Chemical Bids – Purchase orders were prepared and forwarded to awarded vendors. Dumont Chemical contends that MicroC product for Supplemental Carbon Source proposed for bid by Environmental Operating Solutions, Inc. is an inferior product that does not meet the specifications. No purchase order was prepared to this vendor for the product until the situation is resolved.
- 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 estimated that this may add \$30,000 to the project cost. The engineer revised his estimate to \$145,000. A letter to the Health Department is being prepared requesting that the number of backflow preventers be reduced to one. The bid opening is scheduled for October 11.
- Division Avenue Well Field Raw Water Piping – The consultant is preparing the final report to include staff review comments. A revised well field map is being prepared by GIS to assist completion of the report.
- 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 facility permit modification is being prepared.
- Airport Road Force Main/Reuse Main Extension – Details for the jack and bore underneath US 1 at Nova Road are being finalized. The force main crossing Nova Road has not been located.
- FDOT State Road A1A Left Turn at Lynnhurst Drive – Some changes to the Utility Work Schedule were requested by FDOT. Subsurface Utility Excavations (SUE) indicate that the water main was further west than shown on as-built drawings. Relocation work on the west side of A1A may not be required. 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. Questions were posed by CDM Smith 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 carrousel is now drained, cleaned and being retrofit with new air diffuser and mixer equipment.

- Effluent (reuse) transfer pumps are being installed. Details for bypass pumping of the reaeration basin were discussed with the contractor for implementation when the second carousel is taken out of service for cleaning and retrofit activities. Finish coating of the equalization tanks was delayed due to rain. Operations staff 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 - 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 internal piping lining methods are being prepared.
 - Town Square, 4M1, 9M and Wal-Mart Lift Station Rehabilitation – Electrical questions from the consultant for standard details and specifications were answered by staff and forwarded to consultant.
 - 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: Reviewed conceptual plans for storage buildings at 8 Coolidge Avenue. Received plans for Sunoco Stations on Granada Blvd., N. Yonge Street and S. Atlantic Avenue. 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 – The project was completed this week. Conveyor is operational. Great effort on behalf of staff and contractor minimizing down time of this essential equipment.
 - 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 6 and installed 1 new residential water meters
 - Responded to and/or repaired 4 water service leaks
 - Replaced 7 water services due to aged piping
 - Repaired/replaced 16 meter boxes
 - Responded to 1 low pressure and 3 cloudy water complaints
 - Assisted 7 customers with misc. water issues (i.e. stiff valves, leaks in house, etc.)
 - Meter Testing: tested 2-4" and 5-3" commercial water meters, 2 tested inaccurate and were rebuilt and retested accurate. Installed 2 test valves on a 3" and 4" commercial water meters for ease of future testing, scheduled 3 commercial water meters for testing.
 - Continued city owned fire hydrant maintenance program: 6 hydrants have been checked for operation and any maintenance needs have been completed.
 - Performed valve maintenance on 8 main line valves

- Water Main Flushing: Hand Ave, Oak Brook Dr, Collins St, Brant St. Repair the flushing device at 220 Williamson Blvd
- Moved water service at 404 Triton Rd to facilitate installation of a driveway
- Disassembled and cleaned the 8" meter at Tymber Creek subdivision, found out going valve damaged internally and in need of replacement. May be necessary to perform outage during late night or early morning due to number of residential connections affected.
- Performed a shutdown for Hazen Construction to complete the water main tie-ins on Collins St, Bryant St and Stratford Place intersections with Hand Avenue.
- Completed water service tie-ins to the new 12" water main for customers on Hand Ave. Repaired a section of irrigation due to damage caused by excavation to repair the water service.
- Multiple field meetings with Hazen Construction concerning future water main installation and existing water main connections for coordinating work and scheduled outages.
- Rescinded the boil water alert for Oak Brook Dr, Woodgate Dr, and Hand Ave.
- Utility locate service for Water/wastewater/reuse: 65 regular and 2 emergency locates have been completed
- Water Treatment
 - Delivered to the City 34.247 million gallons for the week ending Oct. 7, 2012 (4.892 MGD)
 - Backwashed 10 filters for a total of 376,000 gallons backwash water.
 - Produced and hauled 54 wet tons of dewatered sludge.
 - Operated north & south plant generators under full load for routine PM.
 - Sampled, cleared and rescinded one Precautionary Boil Water notices.
- Waste Water Collection – Reuse
 - Crews responded to eight (8) trouble calls Breakaway/Hunter's Ridge PEP System service area (high water alarms – rainfall) and five (5) in town. Total weekly period rainfall for Breakaway Trails and Hunter's Ridge measured approximately 2.0" from October 5 thru 12.
 - Root controlled 3, televised four and cleaned eight sewer laterals.
 - Replaced brass clean out caps at 217 Osceola Ave.
 - Disconnected sewer lateral at 366 Riverside Dr.
 - Cleaned 10" force main air relief valves on Ocean Shore Blvd. Pressure at 14 psi as of 10/10/12
 - Dropped off two new manhole lids for contractor on Hand Ave.
 - Repaired piping in PEP tank at 6 Staghound Look and 3 Crescent Lake Way.
 - Determining location of 2" force main on Shadow Crossing Blvd.
 - Low pressure sewer psi reading Westland Run 21/22 psi, Foxhunters Flat 20/21 psi and 4" on Shadow Creek Blvd. 10/9 psi. Morning/Afternoon.
 - Performing flushing of reuse system on peninsula. Cleaned Bermad valve filter mechanism at Tomoka Oaks G. C.
 - Checked force main pressure at 1800 US1- 10 psi.
- Waste Water Treatment
 - Domestic and Industrial Wastewater flow was 30.57 Million Gallons.
 - Produced 16.78 Million Gallons of Reuse.
 - Produced 13.79 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.37 MGD, plant designed for 6 MGD
 - Hauled tons of sludge 86.28 (14%-18% Solids). Sludge dewatering operations on hold for a few days to support contractor activities for retrofitting sludge conveyer with new rollers, belts and pulleys.

- 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
 - Replaced faulty relay at BAT surface water pump. Radio was not communicating properly.
 - Replaced analog input SCADA card to Melrose Reuse River crossing to read pressure at remote computers.
 - Assisted Building Maintenance HVAC Tech with PD air handler-blower VFD troubleshooting. Ordered new digital display.
 - Called to Rima Well 41R no communication, replaced radio fuse.
 - Repaired broken 3/4" pipe at Granada booster station.
 - Repaired leak on anti-scalant pump.
 - Repaired leak at state park booster station.
 - Repaired main line leak at Riverview booster station.
 - Oversee Contractor painting activities at 3 river crossing booster stations.
 - Repaired leaking pump and gate valve at Shadow Crossings irrigation/fire suppression pumping station.
 - Replaced belt and pulleys to #1 LPRO scrubber blower.
 - Replaced main line 50 amp circuit breaker to BAT irrigation well #4
 - Reamed the injection port on Claricones
 - Performed PM's to Rima, Division, SR 40 and Hudson well fields.
 - Performed PM's to LPRO and lime softening plant equipment.
 - Performed booster station PM's.
 - Performed Reuse pump station PM's and repairs.

Wastewater Plant – Lift Stations

- Assisted contractor at Breakaway Trails to tie in reuse tank fill pump to liftstation control box. Main circuit breaker (600 amp) has a damaged lug. Obtained quotes and submitted purchase request.
- Spanish Waters continued activities to reduce force main high pressure. Liftstation has high force main pressure.
- Brought in KPM to troubleshoot Scada communication issues with stations AYO, 7M and 8M2. Had to reload program at AYO and 7M - communications restored. 8M2 has damaged antenna and cable due to lightning strike, obtaining quotations to replace damaged equipment.
- Lift Stations 6P, 5M and 4P – cleared brush & debris from around fence line & surrounding area.
- Poly Blend #2 – mixer motor not working, reset
- Post Anoxic #2-2 making loud noise, replaced mixer assembly and drop bearing assembly with used inventory
- Effluent PH Meter – replace pump
- Monthly Generator Check at 4 stations; @ Station 4P found electrical problem during generator check – faulty switch – repaired
- Deragged both Influent pumps.
- 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 19 stations
- Master Liftstations – pump down & wash down wet well – broke up scum layer in wet wells.

- Cleaned shop and trucks and put away spare parts.
- Monthly PM's to 12 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's to 5 liftstations. (pulled pumps, inspected and changed seal oil)
- Utilities Division completed 96 work orders as reported in MP2 computerized maintenance management system, of which 76 were PM work requests and 20 were repair work orders.

Wastewater Collection/ Treatment/ Disposal Regulatory Activities

- Industrial Pretreatment Program: The new permits have been delivered to the City's Industrial - Significant User (IU) facilities. The comment period is nearing its end term and the IU permits will become effective soon after the 1st week of October. Staff forwarded News Journal proof of publish record for Florida Department of Environmental Protection (FDEP) prepared legal notice describing period for receipt of comments prior to official department acceptance of recent amendments to the Utility's Sewer Use Ordinance and Local Limits. Following the comment period FDEP will issue the City an implementation date.
- 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 Users: 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.
- Reuse Quarterly Groundwater Monitoring Report: Staff prepared the report for submittal to the FDEP. Additionally, a request will accompany the quarterly report for reduced monitoring for certain contaminants as a result of the consistent record of low level of contaminants found during historic sampling activities.

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 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.

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:

- 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.
 - Troubleshoot issues with vendor (resulting from 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.
- 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.
- 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.