

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: September 9, 2011

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 Clerk, and Finance Director
- Bi-weekly meeting with Economic Development Director and Information Systems Manager
- Held staff meeting with Directors and Division Managers
- Met with Assistant City Manager, and Acting City Engineer on Beachfront Park budget

Spoke to, attended and/or met with:

- Attended Budget Advisory Board Meeting
- Attended United Way Fighting for the Campaign
- Attended Team Volusia monthly meeting and Executive Committee meeting
- Met with Mayor and Steve Brown regarding 23 Brookwood Court
- Attended Neighborhood Improvement Advisory Board Meeting
- Participated in conference call for FCCMA Conference Planning meeting

City Clerk's Office

In addition to routine City Clerk activities such as agenda preparation for meetings and workshops, updating insurance information for City contracts, updating website, document imaging, proclamations, legal advertisements, assisting citizens and directing calls at City Hall, handling phone requests/repairs, providing research projects for citizens and staff; the following projects are underway:

- Attended the City Commission meeting on September 6, 2011
- Attended the Neighborhood Improvement Advisory Board Meeting on September 8, 2011
- Prepared and sent Legal Advertisements to the News-Journal for publication.
- Meeting packet preparation for the September 8, 2011, Neighborhood Improvement Advisory Board Meeting
- Meeting packet preparation for the September 19, 2011, Historic Landmark Preservation Board Meeting
- Agenda packet preparation for the September 20, 2011, City Commission Meeting.

Status of Ongoing Projects

- Paperless Agenda Automation System (NovusAgenda) – Approved at City Commission Meeting on September 6, 2011.
- Digital Records Management System – Continued working on a comprehensive Records Management Plan for the City of Ormond Beach, in collaboration with the Florida League of Cities, City of Winter Garden, City of Deland, and Ned Huhta, Information Technology Manager.
- Commission Chambers Audio/Visual Upgrade – Waiting on Quotes

Community Development

Planning

- The Board of Adjustment and Appeal conducted their meeting on September 7th and had two cases. The first case was at 831 East Lindenwood Circle and the applicant requested a 4.5' side yard variance to allow a playhouse at a setback of 3' from the north side property line where the Land Development Code required 7.5'. The variance request was denied by a 3-2 vote. The second case was at 198 South Atlantic Avenue and the applicant requested an 8.7' side yard variance to allow the construction of a building addition with a resulting setback of 1.3' to match the existing building plane. The variance request was granted with a 5-0 vote.
- There will be a public meeting conducted by the Florida Department of Transportation regarding the milling and resurfacing of SR40 from Beach Street to Washington Street, including the proposed medians, on September 15, 2011, at the City Commission Chambers beginning at 6 p.m.
- Staff is processing the first Building Improvement Grant in the Downtown redevelopment area since the grant revisions were approved. The property at 362 West Granada Boulevard, known as Granada Place, was recently sold and the property owner is seeking to update the building facade, improve the energy efficiency of the roof, and make site improvements. The grant is scheduled for review by Ormond MainStreet on September 12th and 19th and City Commission review on October 4, 2011.

Building Inspections, Permitting and Licensing:

- 3 new business tax receipts issued.
- 183 inspections performed within the City
- 46 permits issued within the City, with a valuation of \$1,058,571

Development Services:

- A final inspection has been scheduled for the water and reclaimed water connection for the Holly Hill Family Dollar store along US1.
- Staff spoke with the owner of Maria Bonita who indicated that work on the building is almost complete and site work will commence soon with the goal of project completion within 60 days.
- The Site Plan Review Committee approved the Volusia County project called Village Business Center for City utility connections and Gateway and Greenbelt Preservation District standards.

Economic Development

Ormond Crossings

- Tomoka Holdings is preparing the draft design standards, which are expected to be completed with the PMUD documents for a submittal to staff by mid-September.

Airport Business Park

- Staff is working with Pace Analytical to arrange a ribbon cutting event for the 8,000 square foot addition to their facility in the Airport Business Park, which will accommodate an increase in employment. The company is also renovating their existing building and would like to hold the ribbon cutting when both buildings are completed in September.
- Staff is working with a business prospect interested in leasing 6 Aviator Way, a 9,000 square foot industrial building that was recently vacated.
- Staff is marketing the vacant lots along West Tower Circle Extension to potential business prospects.

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 is working with the Chamber Economic Prosperity Committee to revise and update the joint business publication "Doing Business in Ormond Beach." The document is expected to be presented at the Chambers' annual State of the City address on September 29.
- Staff worked with the Chamber and Center for Business Excellence on the formulation of an Ormond Beach business survey, which was distributed this week to approximately 3,500 businesses that have licenses in the City. Staff met with the CBE to review the responses and is in the process of preparing a report of the results for a presentation to the City Commission in September.
- Staff is preparing loan pool marketing material to be reviewed with the local banks to discuss lending options for business development.

Prospective Business Attraction/Retention/Expansion

- Staff participates on weekly conference calls with the Team Volusia Economic Development Corporation (TVEDC), and County staff to discuss potential business opportunities.

Special Economic Development Projects

- Staff is preparing plans for the Strategic Economic Development Plan update for the community workshop on Saturday, September 17th, from 8:30 a.m. to 2 p.m. A request for quotes was transmitted to several consulting firms to assist in the workshop and preparation of the updated plan. Strategic Planning Group has been selected and staff has met with the company representatives to outline the components of the plan and the public workshop.
- A request for proposals was drafted for the Legislative Services contract. The RFP document approved by the City Commission was advertised on August 7 with responses due on September 7th. Two proposals have been submitted. The Selection Committee evaluated and ranked the proposals to ensure compliance with the RFP requirements and criteria. The two proposals were Gray/Robinson and the Pennington law firm with Pennington Law receiving the highest ranking of the two proposals. A recommendation will be made to the City Commission to select the Pennington Law firm to represent the City of Ormond Beach regarding state legislative matters for FY 2012.

Airport Operation and Development

- A bid opening for the Taxiway Alpha Relocation and General Airfield Improvements Project (Bid 2011-25) was conducted this week at 2:00 PM on September 6, 2011. Bid submittals were received from five companies – Halifax Paving, Hubbard Construction, Masci General Contractor, P&S Paving, and Ranger Construction. After bid tabulation, it was determined that Halifax Paving of Ormond Beach was the low bidder for this project. A recommendation to award a construction contract to Halifax Paving will be prepared and forwarded to the City Commission for approval.
- Work began this week to replace the swing gate located in FBO Area 1 with a compatible slide gate. The swing gate will be retained and installed at the air traffic control tower, allowing tower staff to park within the secure perimeter fence. Staff received bids from AAA Fence Company of Daytona Beach, Inc., Certified Electronic Systems, Inc., and Riva Fence, Inc. The most competitive bid was submitted by Riva Fence, Inc. The cost of this project will be 100% funded under the existing FDOT airport security grant.
- Staff received final bids to upgrade the pedestrian gate located next to the main vehicle gate at the airport. The new gate will feature an automatic closing mechanism and an

- electronic key pad for more effective controlled access to the airfield. The cost of this project will be 100% funded under the existing FDOT airport security grant.
- Installation of surveillance camera systems at the airport continued this week. Technicians continued work to install components in the general aviation ramp area and near the vehicle access gates.
 - Staff participated in a conference call with members of the Civil Air Patrol Florida Wing Headquarters building committee this week. A survey and topographical study of the proposed HQ site at the airport has been completed. The committee voted to conduct an on-site analysis of the site, and engage an architect or civil engineer to compile a preliminary site plan and cost summary.
 - Staff worked to address requests for airport gate access cards in response to the new policy to discontinue access to the airport via input of an alpha-numeric code.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Preparation of interim and year-end audit.
- Completed Projects - Weekly
 - Processed 66 Journal Entry Batches (# 4597 – 4744).
 - Approved 33 Purchase Requisitions totaling \$267,806.08.
 - Issued 26 Purchase Orders totaling \$123,010.61.
 - Held Evaluation Committee meeting for RFP No. 2011-20, 2-Year Contract(s) for Towing Related Services, on 08/29/2011.
 - Held opening for Bid No. 2011-25, Taxiway Alpha Relocation and General Airfield Improvements Project, on 09/06/2011. Five (5) submittals were received.
 - Held opening for RFP No. 2011-23, Vehicles and Equipment Mobile Repair and Preventative Maintenance Services, on 09/07/2011. Two (2) submittals were received.
 - Held opening for RFP No. 2011-24, State of Florida Legislative Lobbying Services, on 09/07/2011. Two (2) submittals were received.
 - Held Evaluation Committee meeting for RFP No. 2011-24, State of Florida Legislative Lobbying Services, on 09/08/2011.
 - Prepared 244 Accounts Payable checks totaling \$566,696.41 and 60 Accounts Payable EFT payments totaling \$339,716.41.
 - Prepared 43 Payroll checks totaling \$40,963.73 and 317 Direct Deposits totaling \$365,831.50.
 - Transferred IRS 941 payment of \$134,784.15.
 - Processed 7,673 cash receipts totaling \$1,379,924.18.
 - Processed 1,831 utility bill payments through ACH totaling \$119,218.10.
 - Processed and issued 8,888 utility bills with billed consumption of water of 37,914k.
 - Issued 1,064 past due notices on utility accounts.
- Public Information
 - Press Releases
 - NLC Prescription Card Program
 - Meeting with the Manager (9/12)
 - Walking with the Manager (9/15)
 - South Beach Street Road Closure (9/6-9/21)
 - Amazing World of Illusions (9/24)
 - Ormond Beach's Andy Romano Beachfront Park – City Commission Meeting (9/6)
 - A Spooktacular Event for People with Special Needs (10/28)

- Other
 - Citizen Contacts
 - Media Contacts
 - Completed September 2011 Employee Newsletter
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - NIAB Meeting

Fire Department

- Weekly Statistics
 - Fires: 0
 - Fire Alarms: 3
 - Hazardous: 2
 - EMS: 76
 - Motor Vehicle Accidents: 5
 - Public Assists: 30

TOTAL CALLS: 116

 - Aid provided to other agencies: 12 calls – Volusia County (10), Daytona (2)
 - Aid received from other agencies: 2 calls – Volusia County
 - Total staff hours provided to other agencies: 11 hours
 - Total staff hours received from other agencies: 1 hour
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 3
 - # of overlapping calls: 23
- Medical Call Type
 - Abdominal Pain: 3
 - Allergic Reaction: 2
 - Assault: 3
 - Back Pain: 1
 - Bleeding: 3
 - Blood Pressure: 3
 - Breathing Problem: 7
 - Chest Pain: 5
 - Choking: 1
 - Convulsions: 4
 - Diabetic: 1
 - DOA: 1
 - Eye Problem: 1
 - Fall Victim: 7
 - Head Ache: 1
 - Overdose: 1
 - Pedestrian Accident: 1
 - Psychiatric: 1
 - Sick Person: 2
 - Traffic Accident: 2
 - Unconscious: 5
 - Unknown Medical: 9

TOTAL EMS PATIENTS TREATED: 64

- Training Hours
 - Codes & Standards: 5
 - Communications & Radio Profiles: 34
 - EMS Protocols: 3
 - Hose & Appliances: 8
 - Incident Command: 12
 - Intro to ICS: 2
 - Preplanning: 4
 - Pump Operations: 15
 - Tactics: 3
 - Terrorism: 10
 - Tools & Equipment: 11**TOTAL TRAINING HOURS: 107**

- Station Activities
 - Updated 22 pre-fire plans.
 - Conducted 3 fire inspections.
 - Inspected 23 hydrants.
 - Instructed CPR training to Ormond Beach Police Department.

- Operations
 - Attended software training for Target Safety, the Fire Department's online learning management system.
 - Conducted orientation for newly hired Firefighter/EMT.

Human Resources

Staffing Update

- Job Requisitions
 - Support Services Department – Office Assistant III

- Approved/Active Recruitment
 - Public Works Department/Wastewater Plant – Treatment Plant Operator. Department has requested to re-advertise position open until filled.
 - Public Works/Utilities – Plant/Pump Mechanic advertised on 08-23-11 in-house, City Web-site, Florida Rural Water Association web site and the Florida Water & Pollution Control Operators web site to close on 09-09-11.
 - Public Works Department/Fleet Operations – Mechanic II position advertised in-house only and closed on 07-15-11. One in-house employee applied and department has requested that recruitment be conducted outside to obtain a larger pool of applicants. Advertised on 08-23-11 in the News-Journal, on 08-28-11, N.J. on-line, Monster.com, in-house and the City Web Site to close on 09-09-11.

- Screening/Interviews Scheduled
 - Finance Department – Senior Accountant/Budget Analyst position advertised as open until filled. Sixteen (16) applications have been received. Interviews have been scheduled for five (5) candidates.
 - Leisure Services/Casements – Part Time Special Events Technician position advertised as open until filled. Eight (8) applications have been received and interviews have been scheduled for five (5) candidates.
 - Police Department – Office Manager position closed on 08-19-11 with (3) three employees applying. Typing tests completed and interviews scheduled for 09-09-11.

- Background/Reference Checks
- Job Offers
 - Leisure Services Department/Athletic Fields Maintenance – Maintenance Worker II candidate will begin employment on 09-19-11.
 - Fire Department – Fire Chief candidate will begin pre-employment processing with an anticipated start date of 10-03-11.
- Terminations/Resignations/Retirements
 - FY Attrition – M/E 07-31-11: 4.6% (excluding retirements)
 - Public Works – Engineering – Engineering Inspector resigned effective 09-16-11.
 - Leisure Services Department/Nova Gym – Recreation Center Coordinator has requested retirement to be effective 09-30-11.
 - Police Department - Office Manager retirement effective 09-30-11.
 - Support Services - Office Assistant III retirement effective 10-13-11.

Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program July, 2011, monthly report reflects savings of \$47,077 for City residents during the thirteen months that the program has been in effect in Ormond Beach. Over 1,096 residents have utilized the program during that time. Public Information news release sent out on 08-26-11 to re-notify citizens about this benefit.
- Open Enrollment for all Insurance, Voluntary Benefits and new Wellness Cove Program will be held the week of September 12th. Look for more information to be disbursed to employees.
- Planning has begun for the 2011 Employee Health Fair, "Highway to Health," which will be held at the Nova Community Center on October 7th, 2011 from 10:30 A.M. - 1 P.M.

Training & Development Opportunities

- LEAPS Academy is continuing customer service workshops for all full-time employees, who are required to attend, between May 20th and November 9th, 2011. Training sessions scheduled for 08-25-11 have been cancelled and rescheduled to 10-06-11 due to Hurricane Irene approaching. **Next training sessions will be held on 10-06-11.** To date, **54%** of full-time employees have completed the Customer Service training.

HR Process/Systems Issues/Improvements

- The City is utilizing citizens' knowledge, skills, and time through the recently launched City of Ormond Beach Volunteer Services ("COBVS") program. The Program currently has volunteers assisting in the Building & Inspections, Human Resources, Legal, Leisure Services and Police Departments.

Risk Management Projects

- Met with local Quest Lab/FirstLab facility to set up Drug free Workplace drug and alcohol testing.
- Notification given to project managers regarding renewing contracts, subject to the new service bond requirement. Project managers were given a letter and copy of the insurance requirement to provide to select vendors.
- Additional planning with the Health Fair committee.

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Email system upgrade (cloud based) – researching options

- City Clerk – Agenda Preparation application – IT involvement
- City Clerk – Document Management and Retention – IT involvement
- Finance/Community Development – CRM system replacement – IT involvement
- iSeries system (HTE Sungard Naviline) - None
- Windows Servers: - None
- Networking System: - None
- Work Orders: - 70 New work - 53 completed - 53 in progress
- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	25,491	Inbound E-Mails Blocked	15163
Delivered Inbound E- Mails	10,156	Quarantined Messages	172
Percentage Good Email	39.8%	Virus E-Mails Blocked	196

- Notable Events: None.
- Geographical Information Systems (GIS)
 - Addressing Additions: 32 Changes: 2 Corrections: 3
 - Map/Information Requests: 3
 - Information Requests from External Organizations: 1
 - CIP Related Projects (pavement management, project tracking map): 0
 - Notable Events: C. I. P. hyperlink map updated for city website – 28 projects removed, 21 projects added, & 3 projects renamed.

Leisure Services

- Administration
 - Public Works Staff Meeting
 - City Manager Staff Meeting
 - Teleconference to Discuss Design of Environmental Learning Center
 - Registration for Baseball, Softball continued
 - MacDonald House discussion
 - LEAPS Training
 - Park Site Visits
- Athletics
 - The Ormond Beach Shuffleboard Club held their weekly play on Monday, Wednesday and Friday at 1pm at the Sports Complex.
 - The OBYBSA Lady Renegades continued their fall practices this week, Monday through Thursday nights.
 - The City's Youth Flag Football program began their practices at the Sports Complex at 5:30pm and 7pm, Monday through Friday.
 - The City's Coed Softball League started with 12 teams competing weekly. Games are at 6:20pm, 7:30pm, and 8:40pm, Monday through Thursday. Each team will play a minimum of 16 games, followed by playoffs.
 - Calvary Christian Academy football opened their season on Friday with a game on Championship Field #7 at the Sports Complex at 7pm. This was the first of seven home games.
 - The City's Youth Volleyball program began with 25 registered participants. This is an 8-week program designed around skills work and team/scrimmage games.
 - Punt, Pass & Kick Competition was held Tuesday night at 6pm at the Softball Quad. Each child had 1 attempt at each skill and the total was calculated by distance minus accuracy.

- The City's Men's Softball League held their pre-season meeting at the Nova gymnasium on Thursday evening at 8pm. Currently, six teams are interested in playing.
- Athletic Field Maintenance
 - Mowed South Ormond Neighborhood Center (SONC) outfield and prepped the infield.
 - Cleaned the SONC tennis and basketball courts.
 - At Osceola Elementary School, tended to the infields, tennis and handball courts.
 - At Nova Park, mowed the infields and outfields, and cleaned the Skateboard Park, tennis and handball courts.
 - Picked up and dropped off equipment to Fleet on a daily basis.
 - Made fuel runs for equipment.
 - Cleaned the restroom, offices and lunch area of the maintenance building.
 - Mowed the baseball fields 3 times during the week.
 - Continued mowing the soccer fields.
 - Continued mowing the softball fields.
 - Cleaned Limitless Park daily.
 - Mowed right-of-way on Harmony Rd.
 - Repainted 3 full size fields for competitive soccer and prepared for weekend games.
 - Began laying out 8 more soccer fields, making the total 16 fields.
 - Prepared fields for the adult coed softball league.
 - Continued to fix irrigation problems on many fields at all locations.
 - Touched up and put away equipment used for Saturday's games.
 - Finished rolling up wind screens at all parks for possible hurricanes.
 - Hosted Pop Warner's opening day games all day on Saturday.
 - Fertilized football field to help strengthen the grass.
 - Repainted football field to host Seabreeze Junior Varsity football game.
 - Put out trash cans, carpets, benches and prepped for the fans.
- Senior Center
 - Granada Squares Dance was held on Tuesday from 7pm to 10pm.
 - Daytona Community Church was held on Thursday 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.
- Performing Arts Center
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: Show Club Specialty, Show Club, Kopy Kats, CMT.
 - Tuesday: Theatre Workshop, Theatre Workshop Dance, Show Club Specialty, CMT Dance, Horan Judo, CMT Jazz & Tap.
 - Wednesday: Show Club Skits, Devito Dance, Kopy Kats Skits, Webb Jazz & Tap, and CMT.
 - Thursday: Devito Dance, Show Club Chorus, Theatre Workshop, Kopy Kats, and CMT Dance.
 - Friday: Theatre Workshop, Green Dance, and CMT.
 - The Performing Arts Center is preparing to host the following event:
 - Tribute To The Ed Sullivan Show, September 9th, 7pm, \$20
- South Ormond Neighborhood Center
 - The splash pad was open daily from 10am until dusk.
 - The weight room was available during summer hours.
 - The Neighborhood Park was open daily from sunrise until 11pm.
 - Open play basketball was held from 1pm to 9pm.

- Pavilion rental Saturday 11am
- Pavilions were rented on Saturday and Sunday.
- Jazzercise returned Wednesday from 5:45pm to 6:45pm.

- Community Events
 - Completed weekly administrative tasks and office work.
 - Attended weekly staff meeting.
 - Continued special projects and research.
 - Continued planning the City Employee Health Fair.
 - Continued Senior Games event planning.
 - Assisted with Police accreditation event.
 - Conducted end of fiscal year budget review.
 - Worked on upcoming fiscal year permitting and applications.
 - Community Events technician assisted with Performing Arts Center and The Casements projects.
 - Attended Home for the Holidays Parade meeting.
 - Began holiday event planning.

- Gymnastics
 - Weekly classes:
 - Tumbling Tots: Tuesday, 1:30pm to 2:30pm.
 - Pre-School: Monday/Wednesday and Tuesday/Thursday, 2:30pm to 3:30pm.
 - Developmental: Monday/Wednesday and Tuesday/Thursday, 3:30pm to 4:30pm.
 - Level 1 girls: Tuesday/Thursday, 4:30pm to 5:30pm.
 - Level 2 girls: Tuesday/Thursday, 5:30pm to 6:30pm.
 - Level 3 girls: Tuesday/Thursday, 6:30pm to 7:30pm.
 - Level 4 girls: Monday/Wednesday, 5:30pm to 7:30pm.
 - Levels 7 girls: Tuesday/Thursday, 4:30pm to 7pm and Friday, 5:30pm to 7:30pm.
 - Boys 1: Friday, 3:30pm to 4:30pm and Monday, 4:30pm to 5:30pm.
 - Boys 2: Friday, 4:30pm to 5:30pm.
 - Friday Rec. Gymnastics: Friday, 3:30pm to 5pm.
 - Teen Gymnastics girls: Friday, 4:30pm to 6pm.
 - Power Tumbling: Monday, 7pm to 8pm.
 - Cheer Class: Wednesday/Friday, 6pm to 8pm.

- Nova Community Center and Special Populations
 - FitGyms conducted their personal training, tennis lessons and FitMoms.
 - Regular classes continued throughout the week including Adult Jazzercise and "Take Off Pounds Sensibly" (TOPS).
 - Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
 - Open play took place at various times during the week for those who participated in basketball, the game room and the exercise room.
 - The Fall Youth Volleyball Program met on Wednesday evening at Nova's gymnasium.
 - The City of Ormond Beach Police had their preliminary National Accreditation Survey on Tuesday at Nova Community Center Gymnasium.
 - Miss Debby's Dance Classes began on Tuesday for the fall season.
 - Miss Brenda's Activity Class for children ages 2 ½ to 4 years old began on Thursday.
 - Preparations for additional fall programs and events for both Nova Community Center and the Special Populations Division continued.

- The Casements
 - Casements tours daily from 10am to 4pm Monday through Friday.

- Casements Camera Club's 31st annual Color Exhibit on display throughout the month of September.
- Yoga Classes continued this week on Tuesday from 10:30 to 11:30am and Thursday from 6:30pm to 8pm.
- Zumba class was held Wednesday from 6pm to 7pm.
- Tai Chi class was held on Wednesday from 7pm to 9pm.
- Pilates classes continued Tuesday and Thursday afternoons from 3:30pm to 4:30pm and Wednesday and Friday mornings from 8:30am to 9:30am.
- The Casements Coordinator held interviews to fill the Part Time Special Events Technician position.
- The Guild crafters met on Thursday from 12:30pm to 3:30pm.
- Staff assisted with the set up and the strike of the weekly Farmers' Market on Thursday from 7am to 1pm.
- Staff met with Community Events staff to discuss the 21st annual Home for the Holidays parade.
- Staff set up for NIAB meeting scheduled for Thursday evening from 7pm to 9pm.
- Staff worked to finalize new rental brochures for The Casements and area parks with new pricing for rates and insurance.
- Staff began preparations for the "Rockefeller Revisited" program scheduled for late October.

- Parks and Irrigation
 - Reset all timers on W. Granada Blvd. medians #1 through #16.
 - Replaced 4 bad timers on W. Granada Blvd. and installed new DC latching solenoids, tested the system.
 - Ran zones at Forest Hills median #1, checked timers, cut out grass around spray heads and valve boxes, and painted marker dots on curb for head location.
 - Dug up and replaced a 2" valve, capped mainline, piped zones together, eliminated 1 valve, and tested.
 - Met with Water Dept. at Williamson job site, marked out mainline, and went over plans.
 - Hauled dirt to back fill valves on S.O.N.C. field and spread dirt.
 - Replaced a damaged spray head at Birthplace of Speed Park.
 - Ran median #16 on S. Nova Rd. and replaced 22 spray heads due to mower damage.
 - Turned on water, tested and flushed zone, and checked for leaks in valve and PVC joints at S.O.N.C. ball field.

- Building Maintenance
 - Installed new lighting for the eagle sculpture at Bailey Riverbridge Gardens.
 - Drained, cleaned and installed a new pump in the Arroyo fountain.
 - Installed 4 new LED dock lights at Fortunato Park.
 - Repaired projector screen in training room at the Police Dept.
 - Trimmed tree limbs from walkways at Central Park II.
 - Repaired leaning D.O.T. light pole on Nova Rd.
 - Repaired sunshades on the west fields at Nova Rec.
 - Reinstalled the storm damaged sunshade at fire station #91.
 - Repaired deteriorated siding at the Art Museum.
 - Installed new mirrors in the blue room ladies restroom at the P.A.C.
 - Repaired netting on field #1 at the Sports Complex.
 - Repaired ladies room toilet at the Senior Center.
 - Cleaned off roof and gutters at the P.A.L. house.
 - Repaired the fountain pump at Fortunato Park.
 - Repaired a door at the P.A.L. house.
 - Conducted weekly inspections of the Ormond Beach Municipal Airport.
 - Opened locked ladies restroom door at Riverbend Nature Park.

Police Department

- **Administrative Services**
 - Police Department three day mock re-accreditation process began on Tuesday
 - Attended weekly staff meetings with police department staff and City Manager meeting with department directors.
 - The 25th Citizens Police Academy Class held its first meeting on Wednesday night.
 - Three new police officers began the third week of their fourteen week Field Training Program.

- **Community Outreach**
 - OBPAL Director L. Messersmith attended a 3 day State of Florida Association of Police Athletic Leagues Conference (SFAPAL). The conference provided training to assist with upcoming PAL program partnerships with SFAPAL.
 - PAL staff met with the Principal of Ormond Beach Elementary School, Dr. M. Bull to update her on PAL program partnerships. She is very excited about the opportunities OBPAL provides her students.
 - OBPAL staff reviewed opportunities to possibly host the Regional PAL basketball tournament in February 2011.
 - PAL staff continued promoting the upcoming PAL Golf Tournament to be held at Riverbend Golf Club October 29th.

- **Community Services & Animal Control**
 - Animal calls responded to : 41
 - Animal Reports: 10
 - Animal Bites: 2
 - Animals to FHS: 6
 - All cats
 - Animal Licenses: 5
 - CSO Malick and Owen participated in the Mock Status Display
 - CSO Dept assisted DBPD with an animal call on 9-5-11
 - New Animal Licenses for 2012 are now available in the Records Dept of the OBPD.

- **Criminal Investigations**
 - Cases Assigned: 17
 - Cases Cleared by Arrest/Complaint Affidavit: 15
 - Cases Exceptionally Cleared: 6
 - Inactive: 9
 - Fraud: 3
 - Burglary Business: 3
 - Burglary Residential: 3
 - Larceny Car break: 6
 - Grand Theft: 0
 - Auto Theft: 0
 - Offense Against Family/DCF Reports: 2
 - Robbery: 1
 - Assaults: 0

- Narcotics:
 - Three Buy-Walks
 - One Search warrant

Comments:

- **Armed Robbery:** Three black males wearing hooded sweatshirts and wigs stormed the Ormond Pharmacy located at 500 W. Granada Blvd. (suite #3). The subjects were armed with handguns and took control of two employees. The employees were forced to turn over money and prescription narcotics. The employees were bound with tape and the culprits removed the in-store video recording system as they fled the pharmacy. A witness in the parking lot provided responding officers with a detailed description of the vehicle and the information was provided to surrounding law enforcement agencies. Bunnell police observed a vehicle matching the description north bound on US#1 passing Old Dixie Highway. Bunnell officers attempted to conduct a traffic stop and the vehicle fled. The vehicle in question eventually lost control in a wooded area off of Belle Terre Parkway. Bunnell PD and Flagler County Deputies apprehended all three subjects as they fled the vehicle. The subjects were armed with hand guns as they fled the vehicle along with the prescription pills. Ormond Investigators and Crime Scene Technicians responded to the location to collect evidence and interview the suspects. Enough evidence was obtained to charge the subjects with the Ormond Beach Pharmacy robbery.
- **Report of subject shot at the Kick Start Saloon:** Investigation revealed that the subject stopped at the Saloon to ask where a hospital was located. The subject had what appeared to be a shot gun wound to his lower legs and foot. The shooting occurred in a wooded area in the County off of N. US#1. The county responded and took over the investigation.

- Records

- Walk - Ins / Window 100
- Phone Calls 159
- Arrest / NTA'S 15
- Citations Issued 88
- Citations Entered 80
- Reports Generated 95
- Reports Entered 103
- Mail / Faxes / Request 41

- Patrol

- Total Calls 1,012
- Total Traffic Stops 142

- Operations

- 9/1/11 – Fraud - Pine Cone Trl. Suspect took debit card. Used in Ormond and Holly Hill.
- 9/1/11 – Animal Complaint - Bear sighting Military Blvd area.
- 9/1/11 – Burglary, Tomoka Oaks Pro Shop. A flat screen TV taken.
- 9/2/11 – Car Burglary, N. Nova Rd. Unlocked vehicle, jewelry taken.
- 9/2/11 - Adult male arrested on a warrant during a traffic stop.
- 9/2/11 – Burglary, Residence - Tymber Creek Subdivision Baywater Ct. Took place during the night while resident home sleeping. No forced entry. Possible hidden key used. Plasma TV stolen.
- 9/2/11 – Burglary, Residence - Warwick Ave. Locked shed in back yard entered and several pieces of gas powered lawn equipment stolen.
- 9/2/11 – Trespassers, Ocean Shore Blvd. Unknown subject gained entry in empty home and stayed there for a short time, possible transient.
- 9/2/11 - Domestic Violence/Battery Arrest, Sandcastle Dr. Adult/Female arrested for domestic violence battery.
- 9/2/11 - Felony Criminal Mischief, S Nova Rd (Parking Lot); Adult/Male arrested.

- 9/3/11 - Suspicious Incident; Contact from out of state agency reporting a possible homicide a auto theft somewhere in Ormond Beach (within city or unincorporated area). No victim or crime scene located. Information remains unverified at this time. Alleged suspect identified but current whereabouts are unknown.
- 9/3/11 - Car Burglary – Pine Valley Cir; GPS taken.
- 9/3/11 - Baker Act, Adult/Female from residence on Timucuan Dr.
- 9/3/11 - Child Neglect, Horseshoe Trl.; Charging affidavit against suspect completed and forwarded to the State Attorney's Office for review.
- 9/4/11 – Burglary – Business, S. Nova Rd; Gaff's Meats. Cash reported missing.
- 9/4/11 - Death Undetermined, S Atlantic Ave – Scottish Inn; Adult male found inside room. Medical Examiners office notified but no foul play is suspected.
- 9/4/11 - Car Burglary, Ocean Shore Blvd; GPS and purse stolen.
- 9/4/11 - Accident w/Injury – US1/Airport Rd.; Female motorcycle rider suffered serious leg injury. At fault driver cited for violation of right of way.
- 9/4/11 - Suspicious Incident, S. Yonge and Central Ave; adult male seen hiding in bushes with a bicycle behind the business located at S. Yonge and Central Ave. Subject abandoned bicycle and ran when police car pulled up. Bicycle had been reported stolen during residential burglary in the County in Pine Run.
- 9/5/11 - Car Burglary, Deer Lake Cir.; Aviation headset and flight logbook stolen from unlocked vehicle.
- 9/5/11 - Domestic Violence, Vanderbilt Drive; Adult male charged with domestic violence battery.
- 9/6/11 - Car Burglary, Valencia Dr.; Laptop and purse stolen from unlocked vehicle.
- 9/6/11 - Car Burglary, Valencia Dr.; Amplifier and speaker stolen from unlocked vehicle.
- 9/6/11 - Burglary Business, Billy's Tap Room - E Granada Blvd.; Alarm to the business was set off but police response was cancelled by the business responder. In the afternoon, an employee discovered a window smashed out and called police.
- 9/6/11 - Burglary Residence, Ponce de Leon Dr.; washer and dryer removed from home currently in foreclosure.
- 9/6/11 - Suspicious Incident, Ocean Shore Blvd. Home in foreclosure found to be occupied by a male claiming to be working on home for bank. Investigation continuing.
- 9/6/11 – Fraud, Winn Dixie - W Granada Blvd.; Victim sent money order to Jamaica with hopes of collecting 500K in lottery money.
- Traffic Unit
 - 11-09-00079, Crash / Police Vehicle, 200 BLK Selden Avenue: Patrol officer stopped a violator on Selden Avenue with his emergency lights in operation. Another motorist tried to drive around him and crashed into the patrol car. No injuries. At-fault driver cited.
 - 11-09-00082, Crash / Major Property Damage, Airport Business Park: Vehicle lost control along a curve and drove into a large concrete light pole in the center median. No injuries, but the pole and lights were destroyed. Driver cited.
 - Assisted Officer Feder with training new recruits this week with firearms, traffic crash investigations, and traffic enforcement.
 - Assisted Command Staff with tow company site inspections this week.
 - Participated in the mock Accreditation inspection / static display.
 - Traffic Citations 77
 - Parking Citations 1
 - Crash - No Inj. 10
 - Crash - Injury 1
 - Crash - Fatal 0
 - Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
 - Self-Initiated Enforcement Locations:
 - Central Park area

- 700 BLK Fleming Avenue
- 600 BLK Division Avenue
- 600 BLK Hand Avenue
- 1200 BLK N. US 1
- S. Yonge Street
- SR A1A
- 1500 BLK N. Beach Street
- Enforced Complaints:
 - Clyde Morris Blvd.
 - SR 40 / US 1
 - South Kings Road
 - Riverside Drive
- Neighborhood Improvement
 - Weekly inspection statistics by Commissioner Zones
 - Zone 1: 11 Cases Initiated
 - Zone 2: 11 Cases initiated
 - Zone 3: 6 Cases initiated
 - Zone 4: 9 Cases initiated
 - 29 tree removal permit requests
 - 68 signs either removed or sign cases created.
 - Administrative staff assisted with One hundred and seventy-three (173) telephone inquiries

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

Zone 1

1306 Overbrook Drive – Received a complaint that the owner brings home a trailer every evening and on weekends. The complainant believes the occupant is conducting a lawn maintenance business from his home and the trailer is associated with the business. There was no record of a home occupation authorized at this address. The investigation revealed that the owner of this residence had a home occupational license at a different address. The license was not changed to the new address. Building was notified and the owner now has transferred his license. An inspection was conducted and the commercial vehicle observed in violation of the conditions of the home occupation license approval. A notice of violation has been issued providing 10 days from receipt to correct the violation.

Zone 2

106 Magnolia Drive – Received a complaint about this house being rented out on a short term basis. An inspection was conducted on August 23, 2011. A Jeep w/Tennessee tag (957-WQQ) was in the driveway. No one answered door. The property owner Jim Anderson was contacted and informed of the concerns. He advised he would need to call back. Staff has yet to hear back from him. A follow up inspection was conducted on Wednesday, August 24, 2011, at 8:45 a.m. and 1:30 p.m. The Jeep was not at the site during either of the inspections. A second call was placed to the owner. A voice mail message could not be left because the box was full. Research was also conducted on the internet in an attempt to find an advertisement of this location. None has been found so far. At this time we cannot confirm that short term rental activities have occurred. This site will be monitored.

NOTE: This report reflects NID activities from August 21st through September 3rd, 2011.

Public Works

- Engineering

- Construction Projects

- US1 Forcemain Extension Phase II – Coordinating with Surveyor and Utilities to develop record drawings for west N. US1 right-of-way, between north end of bridge and Airport Rd.
- Alcazar-Buena Vista Drainage Area Improvements - Watermain and stormdrain installation started on Seville Street. Message boards set up for S. Beach St. which will be closed from Sept 6 to Sept 21 between Arroyo Pkwy and Seville.
- Selden Avenue Road and Utility Improvements – 800 ft watermain installation was completed.
- Downtown Parking (Vining Court) - A final inspection is scheduled for this Thursday (9/8) as the contractor has completed all inspection punch list items.
- Downtown Way Finding Signage - Staff completed the review of the final graphic plan set with comment so the structural drawings could be prepared by the sign fabricator.
- CCTV Surveillance - Set up DVR with two connected cameras presently recording at Nova Rec. Airport CCTV – 3 are recording.
- City Hall Landscape Renovation – The sabal palms in the parking lot have been pruned. The work is scheduled to begin the week of September 12th.
- Wastewater Treatment Plant Expansion and Rehabilitation – Contractor is working on Clarifier No. 4, electrical underground, perimeter fire protection piping, and interior site piping, main electrical building, Sodium Hypochlorite/Bisulfite feed area, Alum/Polymer building modifications. The new generator was delivered to the site and Electrical MCC's were installed in various buildings.
- Coolidge Avenue Roadway and Drainage Improvements - Construction is complete. Final punch list items have been addressed. A final change order was approved by the City Commission on September 6th associated with adjustment of final quantities and additional authorized work.

- Design Projects

- Andy Romano Beachfront Park – On September 6th the City Commission selected the final draft plan and preferred architectural concept for the concession/restroom facility. The consultant will now prepare the final plan rendering for display to the public. This will occur on September 15th at 7:00 PM at the Casements.
- SR40 Sidewalk / Trail Phase III - Completed bid documents, compiled structural plans with roadway plans, FHWA checklist for submittal to FDOT.
- Riviera & Ames Seawalls - Received contracts from Contractor for City execution.
- Central Park Paving – Preliminary design is completed; however, additional topographic survey is needed to complete the design.
- Tomoka State Park - Revised plans and bid documents for submittal to FDOT.
- Granada Utilities Underground - Contacted consultant on scope.
- Nova Rd. Audible Pedestrian Signals - Revised RFQ for FDOT comments and resubmitted it.
- OBSC Pop Warner Football Field – Staff is preparing a cost estimate to go with each proposal so a final decision can be made on how to proceed.
- Transfer Station Pump Station - Pump station rehabilitation plans are 60% complete.
- Tymber Creek Phase I & II – County has completed remaining property acquisition for right-of-way.
- Airport Rd. Forcemain Ext. / Reclaimed Water Ext - Reviewed final plan set and specifications. Prepared memo package for Commission for notice of intent to bid.
- Cardinal Beach Approach – The proposed design was reviewed by the County without comment. Staff will acquire the necessary County ROW permit.

- Nova Road Tree Relocation - Staff is working up a plan to solicit written quotations.
- Side Street Lighting Conversion – Staff is testing a sample fixture that has been installed on Tomoka Avenue by the library entrance.
- Wooden Pedestrian Walkway Lighting Replacement - Staff has temporarily placed this work on hold as the handrail and decking replacement must be completed first. The project materials are currently being stored at the PW facility.
- Stormwater Study – FEMA has approved the inclusion of the Phase I recommendations into the existing approved HMGP grant for Hand Avenue.
- John Anderson Drive – The City Commission directed staff to delete the sidewalk, design 10 foot lanes, and include high back Type F curbing. Staff is negotiating with the consultant on the costs that were submitted for revising the design plans in accordance with the revised scope of work and also the additional costs the consultant incurred for preparing the design alternatives that were presented to the City Commission.
- Hand Avenue – Received approval from FEMA for expanded work grant request on Hand Avenue. FEMA has agreed to increase the grant amount from \$1,725,853 to \$3,033,850.00. Received the permit from SJRWMD which includes the modification to add the interconnect of the Central Park lakes. The Consultant Engineer is now finalizing plans for bidding.
- 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. Final plans sent to FEMA for approval.

Department Activities

Administration:

- Prepared cost estimate for proposed Shockney Drive utility extension for use by County to determine funding feasibility.
- Prepared financial assurance landfill closure cost estimate for FDEP.
- Investigated flooding on Hand Avenue east of US1. Existing drainage conveyance needs to be regraded to remove built up vegetative and debris blockage. Additional stormdrain improvements may be needed.
- Prepared project invoices/pay requests totaling \$172,279
- Responded to consultant for FDOT to utilities on SR 40 from Breakaway Trail to Williamson Blvd.

Customer Service

- Provided easement vacation information to Mortgage Company request.
- Completed 30' sight triangle stakeout at the Mound / S Ridgewood Dr. intersection for Neighborhood Improvement Division request.
- Tree locates at 145 John Anderson, 3 Willow Oaks Trail, and 2 Boxwood for Neighborhood Improvement requests.

Meetings

- Meeting with FDOT – US1 and SR 40 quantities dispute with contractor.

Other

- 14 projects were inspected.
- Updated the drawing set for the proposed Tomoka State Park Sidewalk.
- Began compiling information for topo survey of the Central Park proposed paving areas per Zev Cohen request.

- Completed topo survey of the area surrounding 1 Winding Woods Way for possible drainage improvements.
- Researched and completed exhibit drawing of the Well 21 / City owned parcel for possible land swap.

- Environmental Management

- Street Maintenance

- Asphalt / Concrete

- Asphalt Berm – Lakebridge Dr and Wilmette Ave.
- Asphalt Patch for Water Distribution – 600 Scott Dr.
- Asphalt Repair – Scottsdale Dr and Forest Hills Blvd.
- Pull forms – Fire Station 92 and Marjorie Trl.

- Tree Crew

- Trimmed at City yards and City Hall (including Corbin St. parking lot at school).
- Trimmed on Benjamin Dr
- Trimmed on Ponce De Leon Dr.
- Ground stumps City-wide
- Removed fallen trees throughout City

- 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 Asphalt crew at Forest Hills Dr and Scottsdale Dr.
- Removed holiday flags from Granada Bridge

- Sign Shop

- Repaired or replaced signs at the following locations:
 - South end of Thompson Creek Rd at dead-end; installed new red object worker and straightened other (2) object markers; replaced some broken red reflective buttons.
 - East Ridgewood Ave and Arroyo Pkwy; straightened bent street names.
 - Northwest Cordova Ave and Plaza Grande Ave; straightened Stop Sign post.
 - West Victoria Cir and north-end of Laurel Dr; installed HIP street names and straightened Stop Sign post.
 - Holly St and Hand Ave; installed HIP street names and 12-inch "No Outlet" sign.
 - Hand Ave at the in-street Pedestrian Crossing sign; straightened the sign and anchored the base to street.
 - Inverrary Ct and Ocean Pines Dr; reinstalled street names that fell off post and install new Stop Sign.
 - Magnolia Ave and Midway St; installed HIP street names.
 - Midway St and Oak Ave; installed HIP street names.
 - Sawtooth Ln and Old Tomoka Rd; installed HIP street names.
 - Sawtooth Ln and Southern Pine Trl; installed HIP street names.
 - Pineland Trl and Tymber Creek Rd; replaced missing Stop Sign.
 - Northeast Tomoka Ave and S Perrott Dr; replaced broken Stop Sign.
- Set up Work Zone Traffic Control on Williamson Blvd in front of Discount Tire for the Irrigation crew.
- Began fabricating High-Intensity Prismatic street names for 13 intersections City-wide.

Stormwater Maintenance
Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Chemical Spraying – FDOT
- Reach-Out Mower – SR40
- Vacon – Pumped out fountain at Performing Arts Center.; Assisted Irrigation and Water sections in excavation on Williamson Blvd.; Byron James Way, (3) basins, 298' line; Ormond Green Blvd., (6) basins, 915' line.

Street Sweeping/Streetsweeper

- 82.9 miles of road cleaned
- 12.5 cubic yards of debris removed

- Fleet
Mileage Traveled by all City Departments for the week
18,532

PM Services completed for the week:
Emergency—Vehicles and Equipment
9

Non-Emergency Vehicles and Equipment
14

Road Calls for the week:
1

Accidents for the week:
#2
043-FD
277- Streets

Quick Fleet Facts:
Fleet has 9,173 gallons of unleaded fuel and 7,400 gallons of diesel fuel on hand.
Fleet completed 47 work orders this week.

- Utilities
Projects Summary
 - Received approval for City request for time extension to SJRWMD for responding to 2nd request for information (RAI #2) for the City's Consumptive Use Permit (CUP) Compliance Report. Staff continues pursuit of current 5 year report with preparation of responses to RAI #2
 - Chemical Bids – The award to successful vendors is scheduled on the September 20th City Commission meeting.
 - Concentrate Disposal Study – Presently, the amount of water that can be produced using reverse osmosis at the water plant is limited by the quantity of reclaimed water available at the wastewater plant for mixing without exceeding conductivity limits established by FDEP. Discharge Monitoring Report (DMR) data and conductivity water quality test results were obtained for the consultant, Quentin L. Hampton (QLH) by staff. A meeting was held with the consultant to review the data and several options were discussed.
 - A proposal from McKim and Creed is under consideration for optimizing configuration of the Division Avenue well field raw water piping so it is effectively routed to the low

- pressure reverse osmosis process at the water plant and properly metered. The estimated cost for this proposal is \$29,690.
- Cross Connection Control (CCC) Program Management Services: Developing final CCC plan, ordinance and manual updates to meet current state regulations. Adjustments proposed to Operations Budget for next phase of program funding.
 - Airport Road Force Main Extension– Project includes force main up sizing and conversion to reuse transmission for serving wastewater and alternative water supply irrigation needs for the Breakaway Trails and Hunters Ridge areas. Upon completion of final plans and specifications, documents will be distributed to pre-qualified contractors for solicitation of bids.
 - Fire Hydrant Replacement Program – Construction is underway by contractor. The project is approximately 50% completed. Hydrants are scheduled to be replaced on Oak Forest Drive. Appropriate customer outage notices and precautionary boil water notices and rescissions are prepared and performed by water distribution staff.
 - Hand Avenue – Utility plans were reviewed by staff and comments sent to the Engineering Division.
 - Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Preparation of Change Order #2 pending outcome of pump acceptance activities ongoing at present. Adjustment of the gap between the wear ring and impeller was performed by the manufacturer's contractor. The tighter gap contributed to restarting problems for the pumps because of the increased friction caused by the rags being wedged in the gap. Pump 2 jammed and cannot be restarted. Pump 1 is pumping the gravity flow into the lift station. Pump 3 is out of commission because the VFD does not work. A bypass pump is connected to the manhole to divert flow as a standby system and will remain in place until reliable pump operations are attained. The manufacturer is researching semi-open impeller options to increase the reliability of this station. Measurements were taken to install vibration dampeners on the pumps. Shop drawings are being prepared for vibration dampeners on the pumps. The contractor received final punch list items for completion. Invoices incurred from Thompson Pump for pump rental for pump station were tallied and a request for reimbursement sent to the contractor. The contractor has not committed to paying for by-pass pumping until the pump problems are resolved and the cause of the problems determined. Legal is assisting the development of our proposed action plan for addressing the outstanding contract items to include equipment deficiencies.
 - Ormond Beach Wastewater Treatment Plant Expansion–Sodium bisulfite tanks in good condition were transported to the water plant for chemical storage needs there. Rebar is being installed for the chlorine contact tank bypass channel and the electrical building. A decision is pending as to whether painted steel is an acceptable substitute for the galvanized steel specified for the structural components of Clarifier #4.
 - Lift Station Repair and Replacement Project - A few punch list items for Lift Station OM remains for completion. The doors were installed on Lift Station 6M. An updated punch list is being prepared at the request of the Surety consultant. FDEP Request for Clearance forms were processed by the consultant and Final Clearance was received for Lift Station OM from FDEP.
 - Tiffany Circle Water Main Replacement – As-built drawings were received from the contractor that addressed comments received from the GIS Department. A final pay application was received for processing.
 - Towne Square and Lift Station 4M1 Rehabilitation – Specifications are being prepared. Further computations are needed to select pumps for Towne Square Lift Station.
 - Water Plant Aerator Rehabilitation – The City Commission packet was returned from the legal department until a decision is made as to whether a sole source award will be recommended for the rehabilitation to be performed by the original manufacturer, DeLoach Industries, Inc.

- Water Plant SCADA – A City Commission meeting memorandum recommending that McKim and Creed Engineers do an inventory of existing equipment to determine its capabilities for data collection and control for the plant, wells and lift stations is being reviewed prior to submittal to the legal department.
- SPRC: The valve vault top was installed at the Energizer water service connection. Record drawings are being prepared by the contractor. Reviewed plans for the American Legion. Reviewed the proposed relocation of the water service main to the right-of-way on the west side of Garden Plaza in order to be able to serve future growth in the area.
- Transfer Station Lift Station Upgrades – The design is being performed by QLH.
- Final edits of Water Conservation Ordinance and Sewer Use Ordinance underway with Legal for eventual CC consideration.

Departmental Activities

Public Works – Utilities Division

- Water Distribution
 - Exchanged 7 residential and 2 commercial water meters, installed 2 residential water services.
 - Responded to and/or repaired 23 water service leaks
 - Flushed 8 cloudy water complaints, 15 low pressure complaints
 - Replaced 6 water services, replaced 10 water meter boxes, Assisted 2 customers with plumbing issues
 - Water Main Breaks: Repaired 3 - 2" mains on Royal Dunes Blvd, Oak Dr, Scott Dr, and a 6" water main on Longfellow Cir
 - Tested a 7- 2" meters for accuracy, all are reading correctly, Tested US Foods water meter due to a low usage report from Finance (company reducing operations at facility), scheduled 6 meters for testing
 - Tested 2 and installed 1 city owned backflow preventers, installed 4 dual check valves due to reverse flow alerts from radio read meters
 - Completed the notification, shutdown, and replacement of the fire hydrants at 1510-1530-1418-1400-1308 Oak Forest Dr, 56 N. Beach St, Performed maintenance on 5 city owned fire hydrants
 - Valve Maintenance: located and exercised Royal Dunes Blvd, Oak Forest Dr, Kathy Dr. Continued locating and installing valve markers on SR 40(BAT - Tymber Creek Rd)
 - Backfill and sod excavation sites on Scott Dr, Marjorie Trail, Tiffany Cir, and Deep Woods Way
 - Flushed Arroyo Parkway Area, Oak Forest, Kathy Drive, Longfellow Cir
 - Perform a main shutdown on Selden Ave for a 6" valve tie-in for the new water main installation
 - Rebuild the meter vault lid serving the YMCA on N. Center St
 - Construct a new 2" construction meter w/ backflow for Finance
 - All employees attended and passed the Competent Person: trenching and shoring/Excavation safety training class, Trained by R. Bruce Kershner, master trainer with the National Underground Contractors Association
 - Rescind boil water alert for Riverview Dr, Domicilio Dr, Royal Dunes Cir, Lincoln Ave, Selden Ave, Oak Forest Dr
- Water Treatment
 - Delivered to the City 37.800 million gallons for the week ending Sept. 4th, 2011 (5.377 MGD)
 - Backwashed 12 filters for a total of 451,000 gallons backwash water.
 - Produced and hauled 67.5 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.
 - Sampled and cleared for rescinding four Precautionary Boil Water notice

- Received analytical result for tri-annual Synthetic Organic Contaminants (SOC) in drinking water. All SOC results indicate non-detected.
- VCHD Water Plant Inspection Report listed all operational facilities in compliance and no deficiencies noted.
- Waste Water Collection - Reuse
 - Crews responded to six trouble calls out west Breakaway/Hunters Ridge area and six in town.
 - Televised ten and cleaned fifteen sewer laterals.
 - Root control activities performed on eleven sewer laterals.
 - PEP System rehabilitations performed at 7 Lake Isle, 44 winding Creek and 63 Circle Creek.
 - Crew Training Activity - Competent Person Training (Trenching & Shoring)
 - Butch crew transported chemical storage tanks to from WWTP to WTP.
 - Cleaned reclaimed filter at Tomoka Oaks GC Pond - installed filter screen.
 - Checked irrigation system at Breakaway and Hunters Ridge.
 - Cleaned all building and fueled all equipment for the weekend.
- Waste Water Treatment
 - Domestic and Industrial Wastewater flow was 29.92 Million Gallons.
 - Produced 23.00 Million Gallons of Reuse.
 - Produced 6.92 Million Gallons of Surface Water Discharge.
 - Influent flows average for week is 4.27 MGD, plant designed for 6 MGD
 - Hauled 107 tons of dewatered sludge (14%-18% Solids).
 - Operations support provided for contractor activities at plant site associated with Phase 1 and Phase 2 WWTP Rehabilitation Project.
 - Drafting revisions to City's Sewer Use Ordinance and verifying portions of current Plan of Study for Pollutants of Concern due to concerns presented by an Industrial Pretreatment Permit Holder with regards to allowable nickel concentrations in the revised local limits.
- Utilities Maintenance Division
 - Water Plant - Well Fields - Booster Stations
 - Installed new 120/240 12 port electrical panel at Shadow Crossing pumping station.
 - Worked on rehab of High Service pump #4.
 - Un-jammed #2 LPRO Clearwell transfer pump.
 - Met with the police about the vandalism of wells 22 and 23 H. Report filed
 - Bill Kooy Pressure cleaning service washed graffiti off above wells.
 - Worked on LPRO Clearwell transfer pumps 1 and 2. Tighten up the packing seals and repaired the air release valve on #2
 - Replaced power supply to Booster pump station RTU Nova Road - US1.
 - Replaced batteries at Breakaway Trails RTU.
 - 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 – Reuse System
 - Replaced liftstation controller at Arroyo Pkwy.
 - Replaced RTU batteries at Crown liftstation.
 - Carrousel #1 Outboard – replace VFD with used inventory
 - Set up new hardware for C.M.I. (Customer Managed inventory) unit – I.T. division set up software. This allows for bar code scanning maintenance items used for repairs at reduced cost. This allows technicians to keep inventory in shop thereby reducing time spent locating parts
 - Clarifier #1 – replace wash down timer & valve assembly

- R.A.S. #4 – remove pump – clear debris at impeller – reinstall pump
- Organize Carport to Accommodate New Generator Trailer Unit from Fleet
- SCADA liftstation repair to 11 stations.
- Performed PM Service to all plant equipment.
- Deragg 4 submersible aerators.
- Monthly PM's to 37 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's at 1 stations(Pull pumps, etc)
- Utilities Division completed 77 work orders as reported in MP2 computerized maintenance management system, of which 57 were PM work requests and 20 were repair work orders.