

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: September 16, 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 Attorney, City Clerk, and Finance Director
- Held staff meeting with Directors and Division Managers

Spoke to, attended and/or met with:

- Held quarterly Meeting with the Manager
- Conducted Walking with the Manager and had 17 participants; including Air Traffic Control Tower Manager Steve Brockett, and Aviation Advisory Board Chairman and City Resident Larry Volenec
- Participated in Local Government Summit conference call
- Attended 9/11 Service at Calvary Church
- Met with Builders Association Executive Director Sandy Burke Bishop, Scott Vanacore and Anthony Viscomi to discuss the Builders Association interest in jobs and having the City Commission waive impact fees.
- Attended Special City Commission Meeting
- Attended FDOT Public Hearing regarding SR40 Milling and Resurfacing Project
- Attended the Ormond Beach's Andy Romano Beachfront Park Plan Unveiling

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 Neighborhood Improvement Advisory Board meeting on September 8, 2011.
- Attended the Special City Commission Meeting on September 14, 2011.
- Prepared and sent Weekly Meeting Schedule to the News-Journal for publication.
- Meeting packet preparation for the September 20, 2011, City Commission Meeting.

Status of Ongoing Projects

- Paperless Agenda Automation System (NovusAgenda) – Working with vendor to setup the system.
- Digital Records Management System – Researched and collected sample RFP's from other municipalities.
- Commission Chambers Audio/Visual Upgrade – Waiting on Quotes.

Community Development

- **Planning**
 - The last workshop in a series of workshops on the Granada Economic Opportunity Zone was held on the 13th. George Houston, of Florida Department of Environment Protection, gave a presentation on the program overall and the operations of how the incentives work. To date, staff has not received any correspondence from property owners within the proposed boundary requesting that their property be removed. The resolution recommending that the City establish a Brownfield designation for a portion of the downtown CRA and the area immediately surrounding the vacant Memorial Hospital site to include the hospital will be placed on the City Commission agenda for November 1, 2011. Two public hearings will be required.
 - Staff attended a special City Commission meeting was held on the 14th to extend the moratorium on internet cafes. Legal and Planning will be working jointly to prepare ordinances both to the City Code of Ordinances regarding the unlawful practice and to the Land Development Code to ensure only amusement centers are uses deemed lawful and therefore regulated.
 - Staff attended an FDOT workshop on the SR 40 roadway improvements held at City Hall on the 15th. These improvements have been long in waiting and represent almost four years of effort by Planning, Engineering and Main Street to convince FDOT that the road resurfacing should consider traffic calming, landscape medians, relocate bicycle lanes and keep the on street parking.
 - Given the RFP on the SW quad of the airport, staff has followed up on a suggestion by a workshop attendee at a Granada Economic Opportunity Zone workshop to add the City's airport and business park to a proposed Brownfield designation. It was reported earlier that workshop dates have been established and flyers will go out shortly to property owners regarding the dates of these workshops.
 - Staff is working on a Hunter's Ridge DRI Development Order amendment along with a land exchange which will be placed on the City Commission agenda concurrently with the DRI amendment coming first. The Ormond Beach DRI DO from 1991 contained some land dedications for facilities that are no longer needed or planned to offset Hunter's Ridge impacts. A western water treatment plant was eliminated as an approach to providing water to the western part of Ormond in 1994. The land dedicated for a park is made up of 1/3 wetlands. The land exchange will provide the City a 345 acre regional park developed by Hunter's Ridge with equestrian and bike trails, observation towers, parking, eco tourism cabins, and public bathrooms. Flagler County has indicated this regional park is consistent with their county goals of eco tourism and has expressed a willingness to maintain that portion within Ormond according to representatives from Hunter's Ridge. It is hoped to have the amended DO and land exchange on the November 15th City Commission agenda.
- **Building Inspections, Permitting & Licensing**
 - 45 permits issued with a valuation of \$751,753.00
 - 171 inspections performed.
 - 1 business tax receipts issued.
- **Development Services**
 - The SPRC met to consider the following issues:
 - A pre-construction meeting regarding the Riverbend Church improvement within Ormond Beach.
 - A meeting with Hunter's Ridge regarding the SR40 connection to Airport Road which included P & S Paving. Staff expects the connection to SR 40 to finally occur.

- Dodson Creek office complex, 823 North US1, regarding fire access and stormwater/floodplain issues.
- Maria Bonita, 195 West Granada Boulevard, addition of a fire line for the Maria Bonita project.
- American Legion, 1142 North US1, discussed the SPRC comments from first review.
- 12 Southland Road, concept of a canopy loading area within the existing developed site.

Economic Development

- 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 conducting the Strategic Economic Development Plan update for community workshop on Saturday, September 17 from 8:30 a.m. to 2:00 p.m.
- A request for proposals was drafted for the Legislative Services contract. The RFP document approved by the City Commission was advertised on August 7. Responses were received on September 7. Two proposals were submitted. The Selection Committee evaluated and ranked the proposals to ensure compliance with the RFP requirements and criteria. The two proposals were from Gray/Robinson and the Pennington Law firm. Pennington Law received the highest ranking of the two proposals. A recommendation will be made to the City Commission at the September 20 meeting to

select the Pennington Law firm to represent the City of Ormond Beach regarding state legislative matters for FY 2012.

Airport Operation and Development

- Staff worked with Hoyle, Tanner and Associates to finalize compilation of the Environmental Resource Permit Application and Report to the St. Johns River Water Management District, required as part of the Taxiway Alpha Relocation and General Airfield Improvements Project (Bid 2011-25). A bid opening for this project was conducted last week, and 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.
- Staff participated in the "Walking with the Manager" event this week, which was conducted for the first time at the Ormond Beach Municipal Airport. City Manager Joyce Shanahan, Economic Development Director Joe Mannarino, and Airport Manager Steven Lichliter interacted with about a dozen local citizens at this event, and toured the Airport Sports Complex and the airport areas adjacent to the air traffic control tower.
- Work continued 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 compiled and submitted the FDOT Active Aviation Grants Status Report this week.
- Staff worked to process 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. Installation, setup and testing of remote monitoring and recording systems were also conducted.
- Staff continued to work with members of the Civil Air Patrol Florida Wing Headquarters building committee this week. The committee previously 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 has requested that a preliminary site plan be forwarded for review as soon as possible.
- 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 35 Journal Entry Batches (# 4752 – 4850).
 - Approved 22 Purchase Requisitions totaling \$129,777.19.
 - Issued 32 Purchase Orders totaling \$243,546.60.
 - Advertised RFQ No. 2011-28, Nova Road Audible Pedestrian Signals at Granada Blvd, Woodlands Blvd and Division Ave, in the News Journal and posted to DemandStar on 09/11/2011.
 - Held Evaluation Committee meeting for RFP No. 2011-23, Vehicles and Equipment Mobile Repair and Preventative Maintenance Services, on 09/12/2011.

- Prepared 144 Accounts Payable checks totaling \$411,131.57 and 31 Accounts Payable EFT payments totaling \$399,510.99
- Prepared 43 Payroll checks totaling \$40,561.27 and 317 Direct Deposits totaling \$370,998.09.
- Transferred IRS 941 payment of \$135,748.65.
- Processed 3,697 cash receipts totaling \$733,212.24.
- Processed 858 utility bill payments through ACH totaling \$66,833.08.
- Processed and issued 5,754 utility bills with billed consumption of water of 38,342k.
- Issued 899 past due notices on utility accounts.

- Public Information
 - Press Releases
 - Jim Miller's Big Band America (9/25)
 - Ormond Beach's Andy Romano Beachfront Park Plan Unveiling (9/15)
 - Movies on the Halifax (10/7 – Haunted Mansion)

 - Other
 - Citizen Contacts
 - Media Contacts

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Submitted Florida Recreation Development Assistance Program (FRDAP) application for Nova Community Park Improvements.
 - Attended Local Mitigation Strategy (LMS) Meeting.
 - Attended Mandatory Community Development Block Grant (CDBG) Training.

Fire Department

- Weekly Statistics
 - Fires: 2
 - Fire Alarms: 5
 - Hazardous: 10
 - EMS: 56
 - Motor Vehicle Accidents: 4
 - Public Assists: 39
 - TOTAL CALLS: 116**

- Aid provided to other agencies: 4 calls – Volusia County (2), Daytona (2)
- Aid received from other agencies: 4 calls – Volusia County (3), Holly Hill (1)
- Total staff hours provided to other agencies: 3 hours
- Total staff hours received from other agencies: 8 hours
- # of personnel sent with EVAC to assist with patient care during hospital transport: 0
- # of overlapping calls: 24

- Medical Call Type
 - Abdominal Pain: 2
 - Blood Pressure: 1
 - Breathing Problem: 7
 - Chest Pain: 5
 - Convulsions: 2
 - Diabetic: 2
 - DOA: 1

- Fall Victim: 8
 - Head Ache: 2
 - Overdose: 1
 - Sick Person: 1
 - Stroke: 1
 - Traffic Accident: 1
 - Unconscious: 4
 - Unknown Medical: 4
 - Water Related Injury: 1
- TOTAL EMS PATIENTS TREATED: 43**

- Training Hours
 - Communications: 10
 - Customer Service: 30
 - EMT Refresher Modules: 3
 - Hose & Equipment: 2
 - Leadership: 12
 - Policy Review: 4
 - Preplanning: 2

TOTAL TRAINING HOURS: 63
- Station Activities
 - Updated 38 pre-fire plans.
 - Conducted 4 fire inspections.
 - Inspected 22 hydrants.
 - Provided tour of Fire Station 92 for group of 30 boy scouts.
- Operations
 - Assisted Volusia County Sheriff's Office with reprogramming all Fire Department radios.
 - Instructed personnel on upcoming radio procedure changes with dispatch.
 - Worked with Grants Coordinator on 2011 Assistance to Firefighter's Grant.
 - Continued working with IT on implementing new mobile data terminals.
 - Countywide Mutual Aid Agreement was extended by resolution on 9/6/11.

Human Resources

Staffing Update

- Job Requisitions
 - Approved/Active Recruitment
 - Public Works Department/Wastewater Plant – Treatment Plant Operator. Department has requested to re-advertise position open until filled.
 - Support Services Department – Office Assistant III. Advertised in-house and on the City Website 09-08-11 to close on 09-23-11.

Screening/Interviews Scheduled

- Finance Department – Senior Accountant/Budget Analyst position advertised as open until filled. So far, sixteen (16) applications have been received. Interviews have been completed with four (4) applicants.
- Public Works/Utilities – Plant/Pump Mechanic position closed on 09-09-11. Twelve (12) applications have been received and forwarded to the department for review.
- Public Works Department/Fleet Operations – Mechanic II position closed on 09-09-11. Sixteen (16) applications have been received and forwarded to the department for review.

Background/Reference Checks

- Leisure Services/Casements – Part Time Special Events Technician position advertised as open until filled.
Twelve (12) applications were received and interviews were conducted with five (5) applicants. While in the process of scheduling interviews for the PT Special Events Technician, another part time vacancy (PT Custodian) at The Casements became available due to the resignation of current employee; therefore, interviews were conducted with applicants for both part time positions. A selection has been made to fill the part time Special Events Technician. A decision is pending regarding the part time Custodian position.

Job Offers

- Leisure Services Department/Athletic Fields Maintenance – Maintenance Worker II candidate will begin employment on Monday, 09-19-11.
- Fire Department – Fire Chief candidate has been selected and will begin pre-employment processing with an anticipated start date of 10-03-11.
- Leisure Services/Casements – Part Time Special Events Technician candidate will begin pre-employment processing the week of September 19th.

Terminations/Resignations/Retirements

- FY Attrition – M/E 08-31-11: 4.91% (excluding retirements)
- Public Works/Engineering – Engineering Inspector resignation effective 09-16-11.
- Leisure Services Department/Nova Gym – Recreation Center Coordinator has requested retirement to be effective 09-30-11.
- Police Department/Administration - Office Manager retirement effective 09-30-11.
- Support Services- Office Assistant III retirement effective 10-13-11.

Promotions

- Police Department – Office Manager position has been filled with the Office Assistant III, Neighborhood Improvement effective 10-02-11.

Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program August, 2011, monthly report reflects savings of \$50,736 for City residents during the fourteen months that the program has been in effect in Ormond Beach. Over 1,159 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 meetings for all Insurance, Voluntary Benefits and new Wellness Cove Program are being conducted the week of September 12th and Open Enrollment will end on 09-23-11 for all changes to insurance for employees.
- Employee Health Fair, "Highway to Health," scheduled 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 were cancelled and rescheduled to 10-06-11 due to Hurricane Irene approaching. Next training sessions will be held on 10-06-11. To date, **81%** of full-time employees have completed the Customer Service training with two training sessions remaining.

HR Process/Systems Issues/Improvements

- The City is utilizing citizens' knowledge, skill, 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

- Attended depositions for liability claim.
- Met with account manager for property and casualty insurance trust regarding service and planning for advisory board's future activities. Risk Manager invited to participate on a panel to discuss current risk management issues.

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) - Preparing for Operating System upgrade to 7.1 Upgrade planned for the weekend of 9/16 and should take all weekend to complete and verify operations.
- Windows Servers: - All Windows Servers up to date with Microsoft Updates
- Networking System: - Resolved a nagging Networking issue that sporadically caused connectivity and performance issues to several of the servers and storage units.
- Work Orders: - 0 New work - 0 completed - 0 in progress
- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	24,669	Inbound E-Mails Blocked	14,375
Delivered Inbound E-Mails	10,109	Quarantined Messages	185
Percentage Good Email	41%	Virus E-Mails Blocked	185

- Notable Events: None.

• Geographical Information Systems (GIS)

- Addressing Additions: 7 Changes: 9 Corrections: 0
- Map/Information Requests: 11
- Information Requests from External Organizations: 0
- CIP Related Projects (pavement management, project tracking map): 0
- Notable Events: None.

Leisure Services

• Administration

- Public Works Staff Meeting
- City Manager Staff Meeting
- Nova Community Center Meeting
- Park Site Visits
- Leisure Services Advisory Board Meeting
- Job Description Preparation
- State of the City Preparation
- NIMS Training

- 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 practiced at the Sports Complex at 5:30pm and 7pm, Monday through Friday.
 - The City's Coed Softball League continued 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.
 - Seabreeze High School JV Football played their second home game on Thursday, on the Championship Field (#7) at the Sports Complex at 6pm. This was the 2nd of four home games.
 - The City's Youth Volleyball Program continued, with 25 registered participants. Nights fluctuate during the week, with the majority of the weeks hosting 2 nights. This is an 8-week program designed around skills work and team/scrimmage games.
 - The Ormond Beach Pride had their 2nd Saturday youth football home games at the Championship Football Field. Three games were held beginning at 9am.
 - The City's Men's Softball League held their final practices this week. Currently, 6 teams are interested in playing. Games are scheduled to start next week.

- 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 Road.
 - Repainted 3 full size fields for competitive soccer and prepared for weekend games.
 - Finished laying out 8 more soccer fields (making the total 16 fields), to host the recreational league opening day.
 - Put out benches, goals and trash cans for opening day.
 - Fixed or replaced nets on soccer goals.
 - Prepared fields for the coed softball league.
 - Continue to fix irrigation problems on many fields at all locations.
 - Crew has been attending Customer Service training class.
 - Prepared quads for weekend tournament hosted by the PACE Center for girls.
 - Repainted the football field to host Cavalry Christian Academy game.
 - Put out trash cans, carpets, benches and prepped for the fans.
 - Set up portable bleachers for weekend football games behind the fence of Championship Field.

- Senior Center
 - Granada Squares Dance was held on Tuesday from 7pm to 10pm.
 - The Daytona Community 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 11 am to 4pm.

- Chinmaya Church met on Sunday from 9:30am to 1:30pm.
- Performing Arts Center
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Tuesday: Theatre Workshop, Theatre Workshop Dance, Show Club Specialty, CMT Dance, Horan Judo, CMT Ballet, CMT Contemporary Dance, and CMT Jazz Dance.
 - Wednesday: Show Club Skits, Devito Dance, Kopy Kats Skits, Webb Jazz & Tap, CMT Kindergarten/1st Grade, CMT Teens, CMT Teen/Adult Ballet, CMT Jazz Dance, and CMT Tape Dance.
 - Thursday: Devito Dance, Show Club Chorus, Theatre Workshop, Kopy Kats, CMT Pre-Primary Ballet, CMT Jazz, CMT Ballet, CMT Pointe, and CMT Contemporary Dance.
 - Friday: Theatre Workshop, Green Dance, and CMT 2nd and 3rd Grade, and CMT 4th and 5th Grade.
 - The Performing Arts Center is preparing to host the following events:
 - The Amazing World of Illusion, September 24th, 7pm, \$10.
 - Big Band America Tribute to Buddy Morrow, September 25th, 2pm, \$15.
- 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, and weekend hours from 11am to 5pm Saturday, and 1pm to 5pm Sunday.
 - A pavilion rental on Saturday at 12pm.
 - Jazzercise class was held Monday and Wednesday from 5:45pm to 6:45pm.
- Community Events
 - Completed weekly administrative tasks and office work.
 - Attended weekly staff meeting.
 - Continued specialty projects and research.
 - Continued planning the City Employee Health Fair.
 - Attended Senior Games meeting.
 - Continued Senior Games event planning and week of registration.
 - Planned new fiscal year permitting and applications.
 - Community Events technician assisted with projects at the Performing Arts Center and Casements.
 - Attended Home for the Holidays Parade committee meeting.
 - Continued holiday event planning.
 - Prepared for Walk with the Manager, Thursday, September 15th.
 - Began set up of Economic Development Workshop at the PAC.
- 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.
 - Level 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.
 - Miss Debby's Dance Classes continued on Monday, Tuesday, Thursday and Friday afternoons for the fall season.
 - Miss Brenda's Activity Class for children ages 2 ½ to 4 years old met on Tuesday and Thursday mornings.
 - Challenger Soccer met for their first practice on Tuesday afternoon at the Ormond Beach Sports Complex.

- The Casements
 - Casements tours from 10am to 4pm, Monday through Friday.
 - Casements Camera Club's 31st annual Color Exhibit is on display throughout the month of September.
 - The Casements Guild Board met on Monday from 10am until noon.
 - The Casements Guild held a Gala meeting on Monday from 1:30pm to 3:30pm.
 - Teeny Tiny Yoga resumed in Room 205 this week on Tuesday from 3pm to 4pm.
 - Yoga classes continued on Tuesday from 10:30 to 11:30am and Thursday from 6:30pm to 8pm.
 - The Casements Coordinator attended a planning meeting for the upcoming Home for the Holidays Parade on Tuesday evening from 5:30pm to 6:30pm.
 - 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 Police Department held training inside The Casements on Thursday morning from 8am to 10am.
 - 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.
 - There was an Andy Romano Park meeting on Thursday evening from 7pm to 9pm.
 - Staff continued preparations for the "Rockefeller Revisited" program scheduled for late October.
 - Staff set up for a Greek Cooking class to be held on Saturday from 8:30am to 1pm.

- Parks and Irrigation
 - Dug hole on Williamson Blvd. and found leak in conduit; hauled dirt and fill to end of median hole.
 - Ran all zones at Ormond Municipal Airport, synchronized timers, and replaced 5 damaged spray heads.
 - Installed a new timer and solenoid on W. Granada Blvd. medians.
 - Installed a new timer at City Hall parking lot and replaced two damaged 12" spray heads.

- Ran zone at Magnolia Dr./ Valencia Dr. and checked timer. This was from insect damage.
- Turned off irrigation at the Ormond Elementary School parking lot due to broken heads. This has been scheduled for repair.
- Ran zones at Nova Community Park; no problems were found.
- Attended training class at Daytona State College.
- Attended NIMS training class.
- Moved desk furniture from City Hall to Public Works Irrigation office.
- Building Maintenance
 - Repaired tension cable for Pop Warner football building at Ormond Beach Middle School.
 - Installed exit sign and removed old door for Pop Warner football at Ormond Beach Middle School.
 - Repaired doors to carriage house at The Casements.
 - Repaired broken sprinkler line for fire suppression at the Police Dept.
 - Repaired and painted siding at the Ormond Beach Art Museum.
 - Repaired broken panic bar assembly at the P.A.C.
 - Repaired AC system in the Stormwater Dept. due to factory recall.
 - Trimmed branches over walkway at Riverbed Nature Park.
 - Installed a new bench in front of the Ormond Beach Chamber of Commerce.
 - Installed a new City Clerk sign at City Hall.
 - Relocated cigarette urns in City Hall breezeway.
 - Installed a new park sign at Rosewood Park.
 - Repaired A.D.A. curb stop at Bailey Riverbridge Gardens.
 - Installed a new American flag at Rockefeller Gardens.
 - Installed shelving at City Hall.
 - Conducted weekly inspections of the Ormond Beach Municipal Airport.
 - Lowered flags to half mast for Patriot Day citywide.

Police Department

- Administrative Services
 - Attended Customer Service Training (LEAPS)
 - Met with citizen regarding traffic related complaint
 - Conducted interviews for Office Manager position
 - Conducted employee administrative disciplinary meeting
 - Met with Commissioner Kent to discuss traffic and crime related issues
 - Attended weekly Police Department and Department Head staff meetings
 - Attended Federal Signal equipment demonstration (in-car cameras)
 - Attended Wednesday night special commission meeting
- Community Outreach
 - PAL Staff continued promoting the upcoming PAL Golf Tournament to be held at Riverbend Golf Club October 29th.
 - YAC youth attended a State PAL Youth Conference Committee workshop September 15 - 18 in Orlando. Youth auditioned for positions on the Conference Committee.
 - Applications for the Ormond Beach Elementary Science on Patrol program were given to youth in the 4th and 5th grades.
 - Sign up for the Tutors R Us program began. The program starts October 10th.
- Community Services & Animal Control
 - Animal calls responded to : 40
 - Animal Bites: 1
 - Animal Citations: 1
 - Animal Licenses: 4
 - Animal Traps: 1

- Animals to FHS:
 - 1 Cat
- Injured Wildlife: 2
- Continue to educate residents and handing out flyers regarding Bear Awareness

- Criminal Investigations
 - Cases Assigned: 29
 - Cases Cleared by Arrest/Complaint Affidavit: 21
 - Cases Exceptionally Cleared: 4
 - Inactive: 12
 - Fraud: 5
 - Burglary Business: 3
 - Burglary Residential: 3
 - Larceny Car break: 10
 - Grand Theft: 5
 - Auto Theft: 2
 - Offense Against Family/DCF Reports: 0
 - Sex Offense/Rape: 0
 - Robbery: 1
 - Assaults: 0

- Narcotics
 - Three Search Warrants Served
 - Six Buy-Walks
 - Four Buy-Walk Attempts

Comments

- Pharmacy Robbery: Investigators completed the investigation of the Pharmacy Robbery where three black males stormed the business located at 500 West Granada Blvd. All three subjects were arrested last week for the armed robbery, but additional arrest affidavits were obtained for the following charges: Armed Kidnapping, False Imprisonment, Possession of a Firearm during the Commission a Felony and Possession of a Firearm by Convicted Felons. All Three subjects were arrested at the branch jail for the additional charges.
- Armed Robbery: Two white males wearing masks were hiding on the side of a residence at 180 Deerlake Circle. The two subjects jumped the resident as he exited his residence and stole his cell phone from his pocket. The reported robbery is suspicious in nature and still under investigation.

- Records
 - Walk - Ins / Window 200
 - Phone Calls 302
 - Arrest / NTA'S 18
 - Citations Issued 150
 - Citations Entered 120
 - Reports Generated 147
 - Reports Entered 151
 - Mail / Faxes / Request 72

- Patrol
 - Total Calls 1,561
 - Total Traffic Stops 183

-

- Operations

- 9/7/11 - Assist Outside Agency. Bank Robbery from Holly Hill. Ormond units stopped and apprehended suspects for Holly Hill PD.
- 9/7/11 - Bear Sighting - The Falls.
- 9/8/11 - Car Burglary - Cherokee Trl. Window broken out and change taken.
- 9/8/11 - Car Burglary - Cherokee Trl. Glove box found open and flashlight taken.
- 9/8/11 - Stolen Motor Vehicle - Division Ave. Victim brought vehicle to be restored, after several months victim went to place of business and discovered suspect closed up shop and left town.
- 9/8/11 - Theft - Treasure Ln. Victim noticed check missing and was cashed for \$700.00.
- 9/8/11 - Theft - Lakebridge Dr. Surfboard taken. Complaint Affidavit completed.
- 9/8/11 - Trespassing - Publix - N. Nova Rd. Arrested for trespassing after warning.
- 9/9/11 - Narcotics - Highland and Beach St. Subject stopped and suspected cannabis located.
- 9/9/11 - Grand Theft - Tomoka Meadows Blvd. Cell phone and medications stolen from house.
- 9/10/11 - Car Burglary - Bailey Riverbridge Gardens. Three vehicles had windows smashed and purses taken. Items were later recovered in Daytona Beach.
- 9/10/11 - Baker Act - Parkside Dr.
- 9/10/11 - Burglary Residence - E Lindenwood Cir. Bicycle taken out of garage.
- 9/10/11 - Burglary Residence - Pine Cone Trl. Cash and computer monitor stolen.
- 9/10/11 - Shooting - Rockin' Ranch - S Nova Rd. An intoxicated belligerent male was kicked out and later drove up to front door, honked the horn and fired a pistol toward the entrance and fled. VCSO apprehended suspect going Southbound on Nova Rd and male subject was arrested.
- 9/11/11 - Car Burglary - Triton Rd. Unlocked vehicle, contents scattered, nothing missing.
- 9/11/11 - Car Burglary - N Halifax Dr. Passenger window smashed out. Purse and contents taken.
- 9/11/11 - Car Burglary - W Lindenwood Cir. Unlocked vehicle. Contents disturbed but nothing taken.
- 9/11/11 - Burglary Residence - N Ridgewood Ave. Two bicycles and a pressure washer stolen from carport area.
- 9/11/11 - Missing and Recovered Juvenile/female. - Sandy Oaks Dr. Juvenile recovered from Central Park.
- 9/11/11 - Traffic Stop - Arrest - 700 Block S Nova Rd. Adult/male arrested for driving while license suspended.
- 9/11/11 - Burglary Residence - Bluebird Ln. Electric meter stolen from side of house.
- 9/12/11 - Car Burglary - Loyola Dr. Unlocked vehicle, GPS stolen.
- 9/12/11 - Shoplifting - Wal-Mart - W Granada Blvd. Adult/female given Notice to Appear.
- 9/12/11 - Shoplifting - Bealls - W Granada Blvd. Adult/female given Notice to Appear.
- 9/12/11 - Baker Act - Baywood Ct. Female taken into custody under Baker Act.
- 9/12/11 - Baker Act - Texaco - Yonge St and W Granada Blvd. Male taken into custody.
- 9/12/11 - Marchman Act - Applebee's - Williamson Blvd. Adult/male taken into custody.
- 9/12/11 - Warrant - Arrest - Harvard and S Atlantic Ave. Adult/female arrested.
- 9/13/11 - Burglary Business - Aviator Way. Scrap metal stolen from business.
- 9/13/11 - Trespassing - Kangaroo - W Granada Blvd. Adult/male arrested.
- 9/13/11 - Burglary Business - Wall Ave. FPL Power station had fence cut and cable removed.
- 9/13/11 - Burglary Residence - E Lindenwood Cir. \$1,000.00 taken from residence.
- 9/13/11 - Residence Burglary - Iroquois Trl. Resident found burglar in garage; subject took flight by jumping a large fence.

- 9/13/11 - Domestic Violence Battery Arrest - Fox Hollow Dr. Juvenile/Male taken into custody.
- 9/14/11 - Car Burglary - Chrysanthemum Dr. Nothing taken.
- 9/14/11 - Larceny Bicycle - S Orchard St. Taken off of back porch.
- 9/14/11 - Solicitation of a minor - Sandy Oaks Blvd. Juvenile/female receiving texts from a school teacher.
- 9/14/11 - Car Burglary - Scottsdale Dr. Open vehicle, items taken from vehicle.
- 9/14/11 - Fraud - Wal-Mart - W Granada Blvd. Hillsborough Sheriff's Office reported a victim's credit card was used at this location.
- 9/14/11 - Fraud - W Granada Blvd. Hillsborough Sheriff's Office reported a victim's check was cashed at this location.
- 9/14/11 - Shoplifting - Arrest - Wal-Mart - W. Granada Blvd. Adult/male given Notice to Appear.
- 9/14/11 - Trespasser - Wal-Mart - W. Granada Blvd. Juvenile/male trespassed.
- Traffic Unit:
 - 11-09-00104, DUI Hit & Run Crash w/ Injury, SR 40 / US 1: Driver caused a rear end crash that caused his wife's head to hit the windshield. He fled the scene on foot. Traffic units from OBPD and VCSO caught the driver a short distance away. He was determined to be impaired by controlled substances. This was his second DUI in six months. Refused tests. Arrested and charged with DUI w/ injury, Hit and Run w/ Injury, Careless Driving, Refusal to Submit to breath test and Driving While License Revoked.
 - 11-09-00126, Crash w/ Injury, SR 40 / SR 5A: Vehicle leaving Rivergate Plaza crashed into an eastbound vehicle on SR 40. That vehicle was spun into a trailer, which was shoved into a semi truck in the next lane. One eastbound lane blocked for about 30 minutes. Injuries were minor. At-fault driver cited.
 - 11-09-00191, Crash w/ Injury, SR 40 / Thompson Creek Road: One vehicle turned left in front of oncoming traffic and caused a head-on collision. Injuries were non-life-threatening. SR 40 westbound blocked for about 30 minutes. At-fault driver cited.
 - 11-09-00235, Crash / City Vehicle, 1340 W. Granada Blvd.: Vehicle leaving the Lowe's parking lot crashed into a Leisure Services vehicle that was eastbound with a green light. No injuries and damage was minor. At-fault driver was cited.
 - Lieutenant Godfrey and Officer Borzner assisted OBMS with Open House parking on Monday evening.
 - Traffic Citations 83
 - Parking Citations 0
 - Crash - No Inj. 15
 - Crash - Injury 5
 - 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
 - Hammock Lane / Roble Lane
 - Division Avenue / Ridgewood Avenue
 - 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: 17 Cases Initiated
- Zone 2: 9 Cases initiated
- Zone 3: 0 Cases initiated
- Zone 4: 7 Cases initiated
- 18 tree removal permit requests
- 46 signs either removed or sign cases created.
- Administrative staff assisted with one walk-in and sixty-five (65) telephonic 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. Case No. 1 is a new item.

Zone 1

1304, 1306 & 1308 Parkside Drive – These addresses were provided to the City Manager as having code violations including an unlicensed old Volkswagen, garbage can and bar-b-que in front of garage door and a tent in front of another one. Staff conducted an inspection of each location. No violations were found to exist. Placement of a grill in front of the garage is not a violation of code.

1306 Overbrook Drive – This case was initiated due to the installation of a carport type structure (tent) next to the house. The structure meets setbacks and is not in violation. The issue is that the owner's boat has been placed inside the tent structure but protrudes outside the front of the tent. This is a violation of the RV screening requirements. The owner has failed to comply by correcting the violation. This case is being presented to the Special master on September 26, 2011. The second issue is with regard to the operation of a "Home Occupation Type A" business but not meeting the conditions of the home occupational conditions of approval. The owner brings home his trailer that is associated with the business. A notice of violation has been issued but the owner has yet to sign for service of the notice. Staff will continue to pursue this case.

Zone 2

106 Magnolia Drive – The initial complaint was with regard to use of this property for short term rental. Staff was not able to speak with the owner or confirm the status of the property as a short term rental site. Staff received a second complaint about a rental moving vehicle being parked on the sidewalk. Staff was able to confirm that the site is now being rented as a single family residence on a long term basis. The moving vehicle has been removed. No further action is required.

Public Works

- Engineering

Construction Projects

- US1 Forcemain Extension Phase II – Surveyor is preparing final project As-Builts.
- Alcazar-Buena Vista Drainage Area Improvements - Stormwater baffle boxes were installed along the river front by Arroyo Pkwy and Seville St, Watermain is being installed along Seville St. Stormdrain pipe is being installed along Seville St and Arroyo Pkwy.
- Selden Avenue Road and Utility Improvements – Service connections were installed on the new watermain and pressure testing was completed. 800 ft watermain installation has been completed. Stormdrain structures are being installed.
- Downtown Parking (Vining Court) - A final inspection was conducted last week. The contractor has only a few small punch list items remaining to complete the project.

- Downtown Way Finding Signage - Staff completed the review of the final graphic plan set and the engineered drawings are being prepared by the sign fabricator.
- City Hall Landscaping - The work began as scheduled on Tuesday, September 6th.
- CCTV Surveillance - Setup remote access Cabinets to be delivered next week.
- 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 has prepared the final plan rendering for display to the public. The public unveiling took place on September 15th at 7:00 PM at The Casements with approximately 40 citizens in attendance.
- SR40 Sidewalk / Trail Phase III - Submitted bid packages to FDOT. Made correction and resubmitted schedule.
- Riviera & Ames Seawalls - Contacted Contractor for NTP and preconstruction meeting.
- Central Park Paving – Preliminary design is completed; however, addition topographic survey is needed to complete the design.
- Tomoka State Park - Submitted bid packages to FDOT. Made correction and resubmitted schedule.
- Granada Utilities Underground - Contacted consultant regarding scope of work.
- Nova Rd. Audible Pedestrian Signals - Submitted bid packages to FDOT. Made correction and resubmitted schedule.
- SR40- Nova to A1A Interconnect - Contractor to set up meeting concerning delivery of fiber.
- Sanchez Park Piers - Obtained bid and Purchase Order has been issued.
- OBSC Pop Warner Football Field – Staff is preparing a cost estimate to go with each proposal so a final decision can be made how to proceed.
- Transfer Station Pump Station - Pump station rehabilitation plans are 70% complete.
- Tymber Creek Phase I & II – County has completed remaining property acquisition for right-of-way.
- Airport Rd. Forcemain Ext. / Reclaimed Water Ext - Plans and specifications were prepared in electronic formatting for Commission review.
- Roadway Resurfacing - Plans and specifications are being prepared for the fiscal year 2012 resurfacing program.
- 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 storm event. Sent final plans to FEMA for approval.

Department Activities

Administration

- Prepared project invoices/pay requests totaling \$39,505
- Prepared work authorizations totaling \$5,883
- Prepared requisitions/PO's totaling \$6,750
- Reviewed TECO proposed gas pipeline.

Customer Service

- Began research and development of the legal description of the proposed Opportunity Zone Boundary area per Planning Div request.
- Provided copies of the Performing Arts Center landscape and parking areas per contractor request.
- Tree locates at Buena Vista / Plaza Grande intersection for Neighborhood Improvement Division requests.
- Assisted GIS with the TECO Gas drawings to extract proposed gas main information from the supplied Micro Station plans.
- Created site plan drawing for the OBSC Information Sign per Planning Division request.

Meetings

- Area Utility Coordination - Met with FDOT, County and franchise utilities for project coordination.

Other

- 12 projects were inspected.
 - Investigated Airport Business Park area for possibility of drainage ditch relocation to accommodate proposed building expansion.
 - Investigated roadway condition on Oleander Ave. along high school for consideration of coordinating resurfacing efforts with Daytona who has been requested to resurface their portion of the street.
 - Completed elevation survey of the proposed OBSC Information Sign and staked out locations of the sign and 30' sight triangle clearing zone at Hull Rd /N US1 Intersection.
- Environmental Management
 - Street Maintenance
 - Asphalt / Concrete
 - Asphalted a patch at 162 S. Atlantic Avenue
 - Repaired a sunken sidewalk at Sterthaus & N. Old Kings Road

- Concrete slab – removed a tree from Streetscape at SR40 and N. Ridgewood (Hull's Seafood)
- Repaired a concrete driveway for the Water Department at 45 E. Sea Harbor Drive
- Repaired a sidewalk at Sterthaus and N. Old Kings Road
- Asphalt repair at 286 Timberline Trail
- Concrete slab poured at the Performing Arts Center
- Pulled forms from SR40 and Ridgewood (Hull's Seafood)
- Asphalted a berm at Fred Gamble and Hand Avenue

Tree Crew

- Trimmed at City yards and City Hall (including Corbin St. parking lot at school).
- Picked up trash and litter on ROW-N. Orchard (SR40 to Wilmette) and Wilmette (US1 to Nova)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris Nova/Transfer Station
- Saw and Equipment Maintenance at Public Works
- Trimmed around a streetlight on Arroyo Parkway
- Attended LEAPS training at Advanced Technology Center
- Trimmed trees on Heritage Circle, Old Kings & Division, at the PAL House and at Ormond Lakes
- Took down a tree on Fred Gamble Way
- Removed stumps at various locations

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 on Amsden
- Unloaded shell at the Sanchez Park Boat Ramp
- DOT weed control on Granada under the bridge
- Checked out a citizen complaint at 480 Jeannette Drive
- ROW trimming at citywide locations
- Delivered coquina rocks to block parking on Santa Lucia
- Assisted Sign crew on Pineland Trail

Sign Shop

- Repaired or replaced signs at the following locations:
 - Hilldale Ave. & Oak Dr., replaced the missing post, stop sign & street names
 - Leeway Trl. & Airport Rd., installed High Intensity Prismatic (HIP) street names
 - Arcaro Ct. & Stallion Way, installed HIP street names
 - Canter Ct. & Stallion Way, installed HIP street names
 - Stallion Way & Grey Dapple Way, installed HIP street names
 - Clydesdale Dr. & Grey Dapple Way, installed HIP street names
 - Peruvian Ln. & Grey Dapple Way, installed HIP street names
 - Grey Dapple Way, installed HIP street names
 - Peruvian Ln. & Tymber Creek Rd., installed HIP street names
- Finished fabrication of high intensity street names for various intersections

- Researched proper wording for signs to be placed in parks reminding people to lock their vehicles & remove valuables

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Vacon – 4 Bryan James Way, 2 basins, 535' line; Greenvale Dr., 5 basins, 1167' line; Fleming Ave., 3 basins, 215' line; and 92 River Beach Dr., 2 basins, 264' line
- Cleaned mitered ends at SR40 and Wilmette
- Cassen Park – removed boat
- Cleaned and did maintenance at Lakebridge Pond Fountain
- Filled washout with dirt at Lakebridge Pond
- Basin repairs at Coquina & Vining Ct., (2) in Ormond Green at 10 Ormond Green and 16 Greenvale
- Assisted Building Maintenance with boat to Casements Pond in removal of fountain
- Ditch and pond mowing on SR40
- Chemically treated FDOT ponds – Nova and Lakebridge
- Ditch spraying – Wilmette Avenue
- Reachout Mowing – SR40 West ditches and ponds

Street Sweeping/Streetsweeper

- 128.5 miles of road cleaned
- 32.0 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week

36,464

PM Services completed for the week:

Emergency—Vehicles and Equipment

12

Non-Emergency Vehicles and Equipment

16

Road Calls for the week:

0

Accidents for the week:

#2

235- Stormwater

369- Wastewater Treatment

Quick Fleet Facts:

- Fleet has 15,246 gallons of unleaded fuel 6,543 gallons of diesel fuel on hand.
- Fleet completed 63 work orders this week.

- Utilities

Projects Summary

- Provided SJRWMD revised service area population projects with refined 2010 Census results for preliminary comment 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. Chlorine residuals are being collected at the plant, reuse storage tank and the reuse connection to the plant to determine the chlorine application requirements needed to control snail growth in the distribution system.
- 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. Meeting held with HDI this week to discuss program updates.
- 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/ specifications, documents will be distributed to pre-qualified contractors for solicitation of bids.
- Fire Hydrant Replacement Program – Construction is underway by contractor. Coating is peeling from some of the recently installed hydrants. The contractor was directed to remove the hydrants and have them recoated in accordance with the approved shop drawings. Appropriate customer outage notices and precautionary boil water notices and rescissions are prepared and performed by water distribution staff.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Preparation of Change Order #2 pending outcome of pump acceptance activities ongoing at present. Presently, 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. Shop drawings were received for vibration dampeners on the pumps. The contractor has final punch list items required for final completion. The contractor has not committed towards 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.
- 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. Painted steel was determined to be an acceptable substitute for the galvanized steel specified for the structural components of Clarifier #4.
- Lift Station Repair and Replacement Project - Lift Station OM punch list items were completed. The doors were hung on Lift Station 6M. An updated punch list was prepared and sent to the Surety consultant. As-built drawings were received for Lift Station OM and sent to the GIS Department.
- Tiffany Circle Water Main Replacement –Project is completed.
- Town Square and Lift Station 4M1 Rehabilitation –Specifications are being prepared. Data is being assembled to compute the flow and head loss 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: Record drawings were received from the contractor on the Energizer Water Main Connection and comments were sent to the Planning Department. Met with the developer and engineer for the American Legion to discuss impact fees. Attended the final inspection for the Family Dollar Store on US 1. The contractor needs to determine where the existing force main is plugged. Attended the preconstruction meeting for Riverbend Community Church. Met with the engineer to discuss the Dodson Creek Office Complex. Met with the developer of Maria Bonita to discuss the proposed fire sprinkler main addition. Met with the engineer from Homac concerning modifications to the loading ramp area.
 - Transfer Station Lift Station Upgrades – Ninety percent plans were received and review comments sent to the Engineering Department.
 - 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 23 residential and 1 commercial water meters, installed 1 new residential water service
 - Responded to and/or repaired 11 water service leaks
 - Flushed 4 cloudy water complaints, 4 low pressure complaints
 - Replaced 8 (2 under roads) water services, replaced 10 water meter boxes
 - Assisted 5 customer with plumbing issues, Disconnected 1 water service due to a demolition
 - Tested an 8” water meter for accuracy, meter is accurate, Scheduled 3 hotels for water meter tests
 - Tested 4 city owned backflow preventers
 - Completed the notification, shutdown, and replacement of the fire hydrants at 1204 Oak Forest Dr, 1070 N. Beach St, and 826 S. Beach St, Performed maintenance on 3 city owned fire hydrants
 - Valve Maintenance: located and exercised for fire hydrant replacement shutdowns on Oak Forest Dr, S + N Beach St, continued to locate valves on SR 40
 - Backfill and sod excavation sites on Sandpiper Lane and Knollwood Estates Dr
 - Flushed Arroyo Parkway Area, Oak Forest Dr, Kathy Dr, South 40 subdivision, S Beach St, Ocean Crest Dr, and The Crossings Subdivision. Performed service to the permanent flushing devices on Santa Ana Dr and Riverside Dr due to the water meters showing no usage.
 - Flushed the water service and replaced the filter at 59 Arroyo Parkway
 - Perform a Shutdown for JD Weber Construction to facilitate the water main installation across the intersections of Seville St and Arroyo Parkway on S. Beach St
 - Assist irrigation section with the dig-up of an irrigation main crossing on Williamson Blvd to find a leak, leak is inside the casing crossing the medians.
 - Performed a shutdown to assist with plumbing issues at Tomoka Meadows Apartments.
 - Rescind boil water notices for Oak Forest Dr, Kathy Dr, Longfellow Dr and Melaleuca Cir
- Water Treatment
 - Delivered to the City 36.617 million gallons for the week ending Sept. 11th, 2011 (5.231 MGD)
 - Backwashed 11 filters for a total of 427,000 gallons backwash water.
 - Produced and hauled 67.5 wet tons of dewatered sludge.
 - Operated north & south plant generators under full load for routine PM.
 - Sampled and cleared for rescinding two Precautionary Boil Water notice

- Prepared lead and copper analysis results letters and mailed to customers taking part in study group. Certification of delivery of results being prepared for forward to VCHD.
- Waste Water Collection - Reuse
 - Crews responded to six trouble calls out west Breakaway/Hunters Ridge area and none in town.
 - Televised three sewer laterals - Cleaned six sewer laterals.
 - Located sewer lateral at 31 Amsden Rd.
 - Delivered pep tank control box panel to builder for 31 River Chase.
 - Rehabbed pep tank at 16 Hunters Ridge Blvd.
 - Cleaned reclaimed filter at Tomoka Oaks Golf Course and installed new filter screen.
 - Checked irrigation system at Breakaway and Hunters Ridge.
 - Coordinated manifest for delivery and disposal of special waste (sewer cleanings) to Volusia County Landfill via Waste Management.
 - Cleaned all building and fueled all equipment for the weekend.
- Waste Water Treatment
 - Domestic and Industrial Wastewater flow was 28.52 Million Gallons.
 - Produced 22.05 Million Gallons of Reuse.
 - Produced 6.47 Million Gallons of Surface Water Discharge.
 - Influent flows average for week is 4.07 MGD, plant designed for 6 MGD
 - Hauled tons of sludge 154.03 (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
 - Standish Booster Station, found pump pit flooded, replaced sump pump, also vacuum priming system not working, found overloads tripped, v-belts bad and vacuum relief valve bad. Replaced all.
 - Replaced one FLYGT 3127 pump and three control floats on Thickener overflow pump station.
 - Called to #1 Claricone due to 6" plug valve not closing, pulled apart, cleaned and re installed.
 - Set 120/240 transformer at Shadow Crossing and started the installation of the conduit and wire for new circuit panel.
 - Reset Lime softening filter Clearwell transfer pump VFD.
 - Reset overloads on Backwash transfer pump #2.
 - Exercised Nova Rd Booster pumping station.
 - 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 bad probe at Arroyo Pkwy liftstation, due to Rats chewing through wire, also baited station.
 - Worked with SCADA Repair technician on several liftstation issues.
 - Replaced Phase monitor at Bear Creek liftstation.
 - Submersible Aerator #1 Inboard – deragg as needed – all OK
 - Dosage Meter – replace regulator valve
 - 6M – break up sludge blanket – pump down & wash down wet well several times until blanket broke up and flushed out

- 7P – pull pump #2 due to not pumping evenly – priming problem, replaced vent tube – all OK
- Reaeration Submersible Blower #2 Inboard not working deragged and reset overloads.
- Submersible Aerator #1 Inboard – not working - deragg as needed –OK
- SCADA liftstation repair to 11 stations.
- Assisted contractors with plant rehab activities
- Assisted operations staff cleaning tele-valves on clarifiers.
- Attended weekly staff meeting
- Performed PM Service to all plant equipment.
- Deragg 4 submersible aerators.
- Monthly PM's to 18 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's at 2 stations(Pull pumps, etc)
- Utilities Division completed 61 work orders as reported in MP2 computerized maintenance management system, of which 40 were PM work requests and 21 were repair work orders.