

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: September 23, 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
- Bi-weekly meetings with IT Manager, City Clerk, Planning Director, Economic Development Director, Police Chief, and Human Resources Director
- Held staff meeting with Directors and Division Managers

Spoke to, attended and/or met with:

- Met with Ghyabi and Associates with regard to the John Anderson Drive project.
- Attended City Commission Meeting
- Site visit to Nova Road warehouse business; discussed parking issues with Planning Director.
- Met with Phil Plastic of Smart Cool to discuss energy savings opportunities.
- Attended Volusia League of Cities 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 Historic Landmark Preservation Board Meeting on September 19, 2011.
- Attended the Special Commission Meeting on September 20, 2011.
- Prepared and sent Legal Advertisements to the News-Journal for publication.
- Prepared and sent Weekly Meeting Schedule to the News-Journal for publication.
- Held bi-weekly staff meeting on September 21, 2011.
- Meeting packet preparation for the October 4, 2011, City Commission Meeting.

Status of Ongoing Projects

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

Community Development

- Planning
 - The Technical Coordinating Committee of the MPO met this week and one of the issues on the agenda was the removal of Hand Avenue Extension and Howland Boulevard from

the Project Priority Listing for Non-SIS roadways. Executive Director Karl Welzenbach indicated the MPO made a mistake of counseling the TCC that these projects could be added to the list. Mr. Welzenbach indicated that the Hand Avenue Extension was to be funded through local funding. By adding Hand Avenue Extension to the Priority List, the project was placed in the position to move forward with federal funds. If this occurred, another project within the Long Range Transportation Plan identified for federal funds would need to be deleted. Mr. Welzenbach indicated that if the situation remained, it was possible that the federal government could stop funding the LRTP because the approach of adding the Hand Avenue Extension to the Non-SIS Priority List directly conflicted with the adopted LRTP and needed to be rectified. In the Planning Director's opinion, this makes no sense and Mr. Welzenbach agreed but those were the rules stipulated by the federal government. This item was continued at the Planning Director's request, but there appears to be no compromise on this issue at the MPO staff level.

- The MPO Transportation Improvement Plan (TIP) was amended to include a change in cost from \$629,691 to \$738,653. This change in cost was principally due to drainage in and around the entrance into Hunter's Ridge.
- The HLPB met on Monday night and indicated that both the MacDonald House and Ames House were important historical resources due to notable historical figures and the contribution each building makes to the area in which they are located. A separate memo will be forwarded summarizing the Board's rationale on the questions posed by staff.
- Final comments from Legal were addressed by staff in the draft Interlocal Boundary Agreement for US 1 North and forwarded back to Legal for transmittal to VC County legal office.
- Workshops for the US 1 North Corridor/Ormond Crossing/Airport/City Business Park have been established for October 11 and 25 and November 8, 2011. The proposed boundary has 311 properties involving 2113 acres.

- Building Inspections, Permitting & Licensing
 - 53 permits issued with a valuation of \$1,220,.00
 - 160 inspections performed.
 - 5 business tax receipts issued.

- Development Services
 - The SPRC met to consider the following issues:
 - American Legion, 1142 North US1, discussed the SPRC comments from first review.
 - River Oaks Subdivision on Airport Road at Pineland Trail
 - Modifications to an existing building and site at 712 South Atlantic Avenue

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 in 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 November.
- 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 in June 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 October.
- Staff is preparing 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 conducted the Strategic Economic Development Plan update for community workshop on Saturday, September 17 from 8:30 a.m. to 2:00 p.m. The workshop was attended by approximately 30 residents representing interests in manufacturing, small businesses, downtown, and residents from throughout the City. The recommendations generated at the workshop will be presented to the City Commission at a workshop on October 18 at 5:30 pm.
- Proposals in response to the RFP for the development of the SW Quadrant are due Monday, September 26. The Selection Committee is scheduled to meet on October 7 to evaluate the proposals and transmit the rankings to the City Commission in November.

Airport Operation and Development

- Staff worked with Hoyle, Tanner and Associates to plan the commencement of construction activity for the Taxiway Alpha Relocation and General Airfield Improvements Project. Based upon discussions with the FAA Airports District Office in Orlando, it is expected that full FAA funding for this project will be made available in January or February of 2012. A bid opening for this project (Bid 2011-25) has been conducted, and after bid tabulation it was determined that Halifax Paving of Ormond Beach was the successful bidder for this project.
- Staff worked with FDOT to prepare amended Joint Participation Agreements for the group of projects that collectively comprised the Taxiway Alpha Relocation and General Airfield Improvements Project. FAA funding for this project will reduce the maximum project share for FDOT from 80% to 2.5% of the overall project cost.
- Work continued (but is expected to be completed) 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 continued work 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 was completed this week. Technicians installed components in the general aviation ramp area and near the vehicle access gates. Staff is now working with the contractor to configure and optimize the system, and to setup the web-based monitoring features of the system. It is expected that all web-based features will be online by early October.
 - Staff completed work 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. All alpha-numeric access codes for the main access gates (gates 9 and 13) will be cancelled as of September 26, 2011.
 - Staff responded this week to the apparent failure of a Liberty 2 Communications system located in the air traffic control tower. The unit malfunctioned due to apparent overheating and failure of the power supply. Staff was able to assess the situation and worked with the City IT department to effect repairs and return the unit to service at no cost to the City.
 - 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.

Finance/Budget/Utility Billing Services

On-going Projects

- Preparation of interim and year-end audit.

Completed Projects - Weekly

- Processed 40 Journal Entry Batches (# 4854 – 4934).
 - Approved 16 Purchase Requisitions totaling \$69,740.68.
 - Issued 12 Purchase Orders totaling \$56,212.09.
 - Mailed Letter of Intent to Award for RFP No. 2011-24, State of Florida Legislative Lobbying Services, to the two (2) proposers on 09/19/2011.
 - Processed 3,480 cash receipts totaling \$505,558.17.
 - Processed 1,058 utility bill payments through ACH totaling \$62,450.83.
 - Processed and issued 4,211 utility bills with billed consumption of water of 36,062k.
 - Issued 398 past due notices on utility accounts.
- Public Information
 - Press Releases
 - Jim Miller's Big Band America Tribute to Buddy Morrow (9/25)
 - The Amazing World of Illusions (9/24)
 - Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Submitted Assistance to Firefighters Grant (AFG) application for SCBA upgrades.

Fire Department

Weekly Statistics

- Fires: 0
- Fire Alarms: 5
- Hazardous: 2
- EMS: 63

- Motor Vehicle Accidents: 8
- Public Assists: 23

TOTAL CALLS: 101

- Aid provided to other agencies: 10 calls – Volusia County
- Aid received from other agencies: 0 calls
- Total staff hours provided to other agencies: 7 hours
- Total staff hours received from other agencies: 0 hours
- # of personnel sent with EVAC to assist with patient care during hospital transport: 0
- # of overlapping calls: 20

Medical Call Type

- Back Pain: 1
- Bleeding: 1
- Breathing Problem: 7
- Cardiac Arrest: 2
- Chest Pain: 4
- Convulsions: 3
- Diabetic: 3
- Fall Victim: 3
- Heart Problem: 1
- Ingestion/Poisoning: 1
- Stroke: 2
- Traffic Accident: 5
- Traumatic Injury: 1
- Unconscious: 4
- Unknown Medical: 10

TOTAL EMS PATIENTS TREATED: 48

Training Hours

- Codes & Standards: 3
- Communications: 11
- EMS Protocols: 2
- Hose & Equipment: 6
- Incident Command: 2
- Ladder Operations: 6
- Leadership: 3
- Policy Review: 8
- Safety: 2
- Tactics: 7
- Technical Rescue: 18

TOTAL TRAINING HOURS: 68

Station Activities

- Updated 15 pre-fire plans.
- Inspected 64 hydrants.
- Instructed Heartsaver CPR class to Ormond Beach Police Department.

Operations

- Met with Volusia County Emergency Management to prepare and file NIMS Cast assessment report.
- Worked with Grants Coordinator on 2011 Assistance to Firefighter's Grant.

- Continued working with IT on implementing new mobile data terminals.

Human Resources

Staffing Update

Job Requisitions

- Police Department/Neighborhood Improvement-Office Assistant III

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 on the City Website 09-08-11 to close on 09-23-11.
- Leisure Services Department – Recreation Center Coordinator position was advertised in-house, on the City website and on the Florida Recreation and Parks Association (FRPA) web site and will close on 09-30-11.

Screening/Interviews Scheduled

- 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 Custodian Casements became available due to a resignation. Interviews were conducted with applicants for both the PT Specials Events and Custodian positions simultaneously. A selection has been made to fill the part time Custodian position.
- Finance Department – Senior Accountant/Budget Analyst position advertised as open until filled. Sixteen (16) applications have been received. Interviews have been conducted with four (4) applicants. Removed from website 09-21-11. Background check is underway.

Job Offers

- Fire Department – Fire Chief - effective 10-03-11.
- Leisure Services/Casements – Part Time Special Events Technician - effective 09-22-11.

Terminations/Resignations/Retirements

- FY Attrition – M/E 08-31-11: 4.91% (excluding retirements)
- Leisure Services Department/Nova Gym – Recreation Center Coordinator – retirement 09-30-11.
- Police Department - Office Manager - retirement effective 09-30-11.
- Support Services- Office Assistant III - retirement effective 10-13-11.
- Police Department – Police Officer - effective 09-20-11.

Promotions

- Police Department – Office Assistant II, Neighborhood Improvement promoted to Office Manager, Police Administration effective 10-02-11.

Labor Relations

- FOP
Negotiations – Scheduled 09-26-11

- IAFF
Negotiations – Scheduled 10-20-11
- GEA
Negotiations – Scheduled 10-21-11

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.
- Six (6) Open Enrollment meetings were conducted during the week of September 12th at various locations. Individual insurance packets were distributed to approximately 310 full time employees with information on all insurance plans, the new Wellness Cove program and Allstate Voluntary Benefits. Open enrollment will end on 09-23-11 with all changes taking effect on 10-01-11.
- Employee Health Fair, "Highway to Health," scheduled at the Nova Community Center on October 7th, 2011 from 10 a.m. -1 p.m., confirmed 28 exhibitors. Health screenings and flu shots available.

City Events/Employee Relations Update

- 2011 Employee Appreciation Day – Florida City Government Week is October 16 -22, 2011
- Luncheon celebration at Rockefeller Gardens planned for 10-19-11.

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. 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.

Risk Management Projects

- Conducted Random Drug Testing for 13 employees [10 PW and 3 PD].
- Attended Risk Management training on Workers' Compensation claims handling.
- Met with the City's broker to bind the purchase of Property, Casualty and Workers' Compensation insurance for FY12.

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: - 38 New work - 42 completed - 43 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	29,153	Inbound E-Mails Blocked	19,712
Delivered Inbound E-Mails	9,244	Quarantined Messages	197

Percentage Good Email 31.7% Virus E-Mails Blocked 79

- Notable Events: None.
- Geographical Information Systems (GIS)
 - Addressing Additions: 0 Changes: 2 Corrections: 0
 - Map/Information Requests: 7
 - Information Requests from External Organizations: 3
 - CIP Related Projects (pavement management, project tracking map): 1
- Notable Events:
 - Update fire hydrant flow data exported from FireHouse
 - Steve, Eric, and Chris attended Central Florida GIS Workshop (2 day)

Leisure Services

Administration

- Public Works Staff Meeting
- City Manager Staff Meeting
- Supervisory Staff Meeting
- Park Site Visits
- Historic Preservation Board Meeting
- City Commission Meeting

• 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 Friday 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 third home game on Wednesday, on the Championship Field (#7) at the Sports Complex at 6pm.
- 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 Pop Warner Program had their 3rd Saturday Home Youth Football Games at the Championship Football Field. Six games were held, starting at 9am.
- The City's Men's Softball League started their game season this week. Currently 7 teams are competing, with games held on Monday, Tuesday, and Friday nights.
- Calvary Christian Academy football had their 2nd home game of the season Friday night at 7pm on the Championship Field (#7) at the Sports Complex.

• 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.
- 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.
- Repainted 15 soccer fields to host the recreational league.
- Cleaned up after opening day of soccer.
- Prepared quads for weekend tournament, hosted by the PACE Center for Girls.
- Repainted football field to host Pop Warner on Wednesday, Seabreeze J.V. on Thursday, and the Pride league football games on Saturday.
- Put out trash cans, carpets, benches and prepped for the fans.
- Cleared land for new sign at the Airport Sports Complex.
- Began clearing drainage ditch of over grown brush.
- Went to Casements to unload and assemble tables.

- Senior Center
 - Yoshukai Karate met on Monday and Wednesday from 6:30pm to 8:30pm.
 - 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 11am 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:
 - Monday: Show Club Specialty Dance, Webb Jazz and Tap, Devito Dance, Kopy Kats, CMT Kindergarten/1st Grade, CMT Teens, CMT Teen/Adult Ballet, CMT Jazz, CMT Tap.
 - Tuesday: Theatre Workshop, Theatre Workshop Dance, Show Club Specialty Dance, Horan Judo, CMT Ballet, CMT Contemporary Dance, CMT Jazz Dance.
 - Wednesday: Devito Dance, Kopy Kats Skits, Webb Jazz & Tap, CMT Kindergarten/1st Grade, CMT Teens, CMT Teen/Adult Ballet, CMT Jazz Dance, CMT Tap Dance.
 - Thursday: Devito Dance, Show Club Chorus, Show Club Skits, Theatre Workshop, Kopy Kats, CMT Pre-Primary Ballet, CMT Jazz, CMT Ballet, CMT Pointe, CMT Contemporary Dance.
 - Friday: Theatre Workshop, Green Dance, CMT 2nd and 3rd Grade, 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 Center 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 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.
 - Worked on new fiscal year permitting and applications.
 - Continued holiday event planning.
 - Assisted with Economic Development Workshop at PAC, including set up and tear down.
 - Attended Senior Games event managers meeting, including set up and tear down.

- 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 Monday and Thursday evenings 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 second practice on Tuesday afternoon at the Ormond Beach Sports Complex.
 - The first Teacher Duty Day Camp for the fall season was held on Friday from 8am until 5:30pm for both Nova Community Center and the Special Populations Division.

- The Casements
 - Tours continued this week from 10am to 4pm, Monday through Friday.

- Casements Camera Club's 31st annual Color Exhibit is on display throughout the month of September.
- MainStreet held an Art District Meeting in the Gallery.
- Yoga classes were held on Tuesday mornings from 10:30am to 11:30am and Thursday evenings from 6:30pm to 8pm.
- Teeny Tiny Yoga class was held in Room 205 on Tuesday from 3pm to 4pm.
- Zumba class was held on Monday and Wednesday evenings from 6pm to 7pm.
- Tai Chi class was held on Wednesday evening from 7pm to 9pm.
- Pilates classes were held on Tuesday and Thursday afternoons from 3:30pm to 4:30pm and Wednesday and Friday mornings from 8:30am to 9:30am.
- The Guild crafters met on Thursday from 12:30pm to 3:30pm.
- Staff assisted with the set up and strike of the weekly Farmers' Market on Thursday from 7am to 1pm.
- Staff continued preparations for the "Rockefeller Revisited" program scheduled for late October.
- Staff began coordination of holiday preparations with the Guild for the annual Christmas Gala.
- Parks and Irrigation
 - Cleaned snails from valve at Public Works, tested system, and checked solenoid.
 - Ran all zones at Ormond Elementary parking lot and replaced 2 damaged spray heads.
 - Added 1 new spray head and swing line, removed 1 bubbler, tested and ran system, and reset timer.
 - Replaced 1 spray head and coupling at SONC.
 - Installed new valve box at SONC and ran all ball field zones.
 - Met landscape contractor, went over plans, and flagged all spray heads at City Hall.
 - Installed a new 2" irrigation valve at City Hall.
 - Repaired 2" mainline break at City Hall and reset all timers.
 - Located zone wires and tracked it down to a leaking valve, turned off valve, and scheduled for repair.
- Building Maintenance
 - Repaired a broken picnic table at Sanchez Park.
 - Repaired two runway lights at the Ormond Beach Municipal Airport.
 - Installed all new decking on patio area at the Art Museum.
 - Repaired pump for decorative fountain at Arroyo Park.
 - Repaired lighting in the control tower at the Ormond Beach Municipal Airport.
 - Repaired emergency lights at SONC.
 - Drained and cleaned the dolphin fountain at City Hall.
 - Completed annual sprinkler inspection at SONC.
 - Repaired broken fence panels at the Beachfront Park location.
 - Cleaned graffiti at Cassen Park men's room.
 - Replaced three bollards at Fortunato Park with energy efficient LED's.
 - Repaired deck board on overlook at Central Park III.
 - Moved furniture from Planning Dept. at City Hall to Fleet Maint. for auction.
 - Completed annual fire sprinkler inspection at City Hall and the Police Dept.
 - Assisted building official with fire inspections at City Hall.
 - Conducted weekly inspections of the Ormond Beach Municipal Airport.

Police Department

Administrative Services

- Interviewed by college student for law enforcement related research paper
- Attended weekly police department and department head staff meetings

- Attended City Commission Meeting
- Facilitated the department's annual Department of Juvenile Justice juvenile detention facilities inspection and records audit

- Community Outreach
 - YDC youth attended a State PAL Youth Conference Committee workshop September 15 - 18 in Orlando. Youth auditioned for positions on the Conference Committee. All three youth attending were selected to participate on the YCC Conference Committee
 - Sign up for the Ormond Beach Elementary Science on Patrol program continues for youth in the 4th and 5th grades.
 - Sign up for the Tutors R Us program continued.
 - Preparations are continuing for the Golfing for Youth fundraiser to be held at River Bend Golf Club October 29th.
 - An application for toys for the PAL Holiday Party was completed for the Margarita Society. Members of the OBPAL staff will be volunteering for the Gala Event November 18th as greeters for guests.

- Community Services & Animal Control
 - Animals calls responded to : 48
 - Animal Bites: 2
 - Animals to Flagler Humane Society: 0
 - Wildlife to Rehabber: 4
 - Animal Traps: 2
 - Animal Licenses: 5
 - Foster/Adopt from P.D.
 - 1 Puppy
 - CSO Dept. Community Project to assist and educate the residents of Laurel Oaks Cir regarding cats running at large and the Department's Spay and Neuter program.

- Criminal Investigations
 - Cases Assigned: 42
 - Cases Cleared by Arrest/Complaint Affidavit: 9
 - Cases Exceptionally Cleared: 6
 - Inactive: 11
 - Fraud: 6
 - Burglary Business: 1
 - Burglary Residential: 2
 - Larceny Car break: 16
 - Grand Theft: 7
 - Auto Theft:0
 - Offense Against Family/DCF Reports: 0
 - Missing Persons: 1
 - Recovered Missing Persons: 1
 - Sex Offense/Rape: 1
 - Robbery: 1
 - Assaults: 0

- Narcotics
 - Two Search Warrants Served
 - Five Buy-Walks

Comments

- ATM Robbery: Two black males wearing bandanas approached an ATM customer at the Bank of America located at Town Square. The one black male was armed with a knife and forced the customer to take money out of his account. The subjects then assaulted the customer and fled the area with the victim's wallet and phone.
- Sex Offense: A 46 old male was arrested at the Willow Pond apartments for sexually molesting his 8 year-old granddaughter. The suspect in question is being held at the Volusia County Branch Jail (No Bond).
- A white male subject out of Clay County suspected of having committed over 200 thefts of back-flow-valves was tracked to Ormond Beach where he was observed driving behind businesses. We were notified and stopped the subject behind the River Gate Plaza. The subject was arrested on a suspended driver license. A large brass back-flo-valve along with pipe cutters was found in the subjects vehicle. Further investigation revealed that the back-flow-valve was removed from 1930 W. Granada Blvd. The subject was later charged with grand theft by this agency.
- Two subjects (18 years old and 17 years old) were arrested for car burglaries on the west side of the city after a resident observed them breaking into cars. The subjects fled in their vehicle but were apprehended by patrol officers. Both subjects refused to talk at the time of their arrest. Later in the day the 17 year old asked to speak with investigators. The subject's parents responded to the station and he was interviewed to determine how many car burglaries he has been involved with. The subject in question admitted to investigators that he had entered approximately forty (40) vehicles over the past month in Ormond Beach. Investigation continues.

Records

- Walk - Ins / Window 152
- Phone Calls 199
- Arrest / NTA'S 19
- Citations Issued 95
- Citations Entered 138
- Reports Generated 138
- Reports Entered 125
- Mail / Faxes / Request 83

Patrol

- Total Calls 1,177
- Total Traffic Stops 146

Operations

- 9/15/11 - Fugitive - Arrest - Granada Blvd and Booth Rd. Adult male arrest on open warrant.
- 9/15/11 - Trespass - Arrest - Arroyo Pkwy. Adult male arrested on city property after warning.
- 9/15/11 - Petty Thefts - City Facilities. Items taken from desks and cabinets.
- 9/15/11 - Trespassers - Ames Park - S Beach St. Transients, five adult males, trespassed from property.
- 9/15/11 - Trespass - Caffeine - W Granada Blvd. Adult female trespassed.
- 9/15/11 - Car Burglary - Pine Cone Trl. Window smashed out, vehicle rummaged through.
- 9/15/11 - Vandalism to vehicle - Pine Cone Trl. Front passenger side was damaged.
- 9/15/11 - Car Burglary - N Yonge St. Two vehicles with damaged windows.
- 9/16/11 - Car Burglary - Spring Meadows Dr. Forced entry, glass broken.
- 9/16/11 - Car Burglary - Petrea Ter. Forced entry, glass broken.

- 9/16/11 - Car Burglary - Spring Meadows Dr. Forced entry, glass broken.
- 9/16/11 - Car Burglary - Pine Cone Trl.
- 9/16/11 - Traffic Stop - Arrest - N I-95 and W Granada Blvd. Adult male arrested for suspended drivers' license.
- 9/16/11 - Retail Theft - Arrest - Publix - N Nova Rd. Adult female given Notice to Appear.
- 9/16/11 - Grand Theft - Jamestown Dr. Clothes and keys taken.
- 9/16/11 - Missing Child - S Nova Rd. Child located.
- 9/16/11 - Armed Robbery - Bank of America - W Granada Blvd. Incident occurred at walk up ATM. Cash, wallet and iPhone taken.
- 9/16/11 - Narcotics - Arrest - N Nova Rd. Adult male arrested.
- 9/17/11 - Car Burglary - Fleming Ave.
- 9/17/11 - Car Burglary - Rockin Ranch - N Nova Rd.
- 9/17/11 - Car Burglary - Sycamore Cir. Stereo equipment taken.
- 9/17/11 - Thefts - Southland Suites - Wilmette Ave. Several residents have items missing from rooms.
- 9/17/11 - Trespass – Hunter's Ridge - W Granada Blvd. Adult male and female issued trespass warning.
- 9/17/11 - DUI Arrest - E Granada and S Atlantic Ave. Adult male arrested and involved in two vehicle crash.
- 9/18/11 - Car Burglary - N Ridgewood Ave. Front passenger window busted out, cash and miscellaneous items taken.
- 9/18/11 - Car Burglary - Meadow Run Ct. Rear passenger window busted out and MacPro notebook taken.
- 9/18/11 - Car Burglary - Deer Lake Cir. Rear passenger window busted out and silver bracelet taken.
- 9/18/11 - Burglary Business - S Yonge St. Front window smashed out. Jewelry taken.
- 9/18/11 - Car Burglary - N Ridgewood Ave. \$5.00 missing.
- 9/18/11 - Shoplifting - Arrest - Wal-Mart - W Granada Blvd. Adult male arrested.
- 9/18/11 - Reckless Driving - N Nova Rd and Tomoka Meadows. Complaint Affidavit filed against adult male.
- 9/18/11 - Sick Person - Chippingwood Ln. EVAC transported adult male to hospital.
- 9/18/11 - Car Burglary - Oak Forest Dr. Various items taken.
- 9/18/11 - Baker Act - Cypress Cir. Two adult males.
- 9/18/11 - Trespass - S Beach St. Adult male issued trespass warning.
- 9/19/11 - Burglary Business - S Beach St. iPhone taken from customer's purse.
- 9/19/11 - Burglary Residence - Laurel Oaks Cir. Xbox and other items taken.
- 9/19/11 - Warrant - Arrest - Ormond Shores Dr. Adult male arrested.
- 9/19/11 - Civil Dispute - Fir St. Between neighbors.
- 9/19/11 - Trespass - McDonalds - Interchange Blvd. Two adult males issued trespass warning.
- 9/19/11 - Trespass - Birthplace of Speed - Ocean Shore Blvd. Adult male issued trespass warning.
- 9/19/11 - Car Burglary - Arrest - Laurel Ridge Break. One adult male and one juvenile male arrested.
- 9/20/11 - Warrant - Arrest - River Ridge Trl. Adult female arrested.
- 9/20/11 - Burglary Residence - River Palm Way. Bicycle stolen from garage.
- 9/20/11 - Car Burglary - Pine Look Pass. Vehicle unlocked. Sony DS player and swiss vehicle emergency tool taken.
- 9/20/11 - Warrant - Arrest - Hunters Run. Adult male arrested.
- 9/20/11 - Domestic Violence - Battery - River Ridge Trl. Adult male arrested.
- 9/20/11 - Warrant - Arrest - W Granada Blvd. Adult male arrested.
- 9/20/11 - Car Burglary - W Victoria Cir. Open door, nothing taken.

- 9/20/11 - Trespass - Seminole Ave and Seton Trl. Adult male trespassed.
- 9/20/11 - Trespass - S Beach St. Adult male trespassed.

Traffic Unit

- 11-09-00261, Hit & Run Crash, 1089 W. Granada Blvd.: Someone showed up for a medical appointment, but was too impaired to be treated. She was told to leave. She got in her car and backed into a parked vehicle then left the area. Charges to be filed.
- 11-09-00352, Traffic Stop / Arrest, N. Ridgewood Ave. / Hernandez Ave.: Motorist stopped for speeding violation had no valid driver's license and turned out to be an illegal alien with a deportation warrant. He was arrested and taken to the branch jail. Turned over to ICE.
- Contacted FDOT in reference to state road lane closure permits for parades.
- Conducted hotel/motel occupancy survey for Biketoberfest. Full crowd expected.
- Biketoberfest operational plan complete.
- Gas Light Parade operational plan in progress.
- Consulted with City Engineering about the crosswalk at Tomoka Elementary. Their report is still in progress.
- Traffic Citations 75
- Parking Citations 1
- Crash - No Inj. 16
- Crash – Injury 3
- 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
 - N. Ridgewood Avenue
 - 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: 4 Cases Initiated
 - Zone 2: 5 Cases initiated
 - Zone 3: 2 Cases initiated
 - Zone 4: 5 Cases initiated
 - 9 tree removal permit requests
 - 27 signs either removed or sign cases created.
 - Administrative staff assisted with sixty-six (66) 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.

Zone 1

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.

Public Works

- Engineering

- Construction Projects

- US1 Forcemain Extension Phase II – Surveyor is preparing final project As-Builts.
 - Alcazar-Buena Vista Drainage Area Improvements - S. Beach Street was patched Stormwater at Arroyo Pkwy and Seville St, for the installation of baffle boxes and stormdrain outfall crossing. S. Beach St. is anticipated to be reopened September 21, 2011. Watermain and stormdrain along Arroyo Pkwy and Seville St continue to be constructed.
 - Selden Avenue Road and Utility Improvements – Stormdrain structures were installed and the new cul-de-sac was graded in including constructing the curb and gutter. Road base material is being installed for paving preparation. Prepared clearance package for the Volusia County Health Department for the new watermain.
 - Downtown Parking (Vining Court) - Staff is closing out the project while the contractor completes minor punch list items.
 - 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 landscape demolition, preparation and planting has been completed and inspected. Staff is working to complete the irrigation modifications as needed for the new plantings. Servello will prune, fertilize and mulch the entire site by the end of the month.
 - Performing Arts Center Landscape Renovation – The work is scheduled to begin on 9/26.
 - CCTV Surveillance - Integrated all CCTV into their particular system. All systems are operational except missing one mini dome for the Airport gate. Obtaining quotes for missing replacement parts. Resolved problems with Airport lights.
 - Nova Community Park Tree Planting – The new trees are scheduled to be installed by the end of this month.
 - 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.
 - Sanchez Park Piers - Project is complete.

- 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 then presented the final plan rendering for display to the public. This occurred on September 15th at 7:00 PM at the Casements. No significant comments were received.
 - SR40 Sidewalk / Trail Phase III - FDOT needs to appropriate the funding as shown in the LAP agreement – should receive Notice To Proceed this week.
 - Riviera & Ames Seawalls - Scheduled the pre-construction meeting.

- Central Park Paving – Met with continuing contract consultant to discuss topographic survey needs for the project to develop stormwater drainage management plans.
- Tomoka State Park - FDOT to issue NTP some time this week.
- Granada Utilities Underground - Received costs from Brighthouse for undergrounding their system.
- SR40- Nova to A1A Interconnect - Reviewed submittals from Contractor.
- 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 - Reviewed design plan set and resubmitted to consultant for revisions.
- Tymber Creek Phase I & II – County is determining funding allocations for the project. County has City Utility relocation plans and staff is awaiting JPA form from County once the widening project is approved.
- 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. Roadway candidates are being inventoried for final consideration.
- North Halifax Dr. Improvements - Design plans are approximately 75% complete. Directional Bore plans and permitting for crossing Granada Blvd with a reclaimed watermain extension are being developed.
- Cardinal Beach Approach – The proposed design was reviewed by the County without comment. Staff will acquire the necessary County ROW permit. This project will be installed after the new lifeguard station is built by the County (Spring / Summer 2012).
- Nova Road Tree Relocation - Staff is soliciting written quotations to transplant and modify the existing median irrigation. This work must be completed by 12/1/2011.
- 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. Staff installed four replacement poles and fixtures on the Fortunato Pier as no renovation is scheduled for the pier.
- 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

- Preparing submittal package for the St. Johns River Water Management District to determine if any of the proposed Sports Complex paving concepts may be exempted from permitting.
- Investigated complaint about condition along N. Halifax Drive near Ann Rustin Dr. Depression in asphalt is likely the result of failing stormdrain which will be repaired with the N. Halifax Drive Improvements project, scheduled to be constructed in fiscal year 2011-12.
- Prepared project invoices/pay requests totaling \$495,020
- Prepared requisitions/PO's totaling \$30,676
- Located and provided documents regarding the blanket FPL Easement over the Waste Water Treatment Property per consultants request.
- Located and supplied drawing copies of the Influent Pump Station plans per City Engineer request.

Customer Service

- Investigated complaint at 960 Halifax Dr.
- Continued research and development of the legal description of the proposed Opportunity Zone Boundary area per Planning Div request.
- Restaked and set new elevation of the proposed OBSC Information Sign per Planning Division location change request.
- Created new plan drawing of the proposed OBSC Information Sign per Planning Div request.

Meetings

- Held Public Meeting with FDOT regarding upcoming work on SR40 from Washington to Beach St.

Other

- 16 projects were inspected.
- Provided drawings and information regarding the easement located at the 7M1 Lift Station for the Lift Station Rehab Project.
- Updated and created new drawings of the Winding Woods Trail curb replacement project.
- Environmental Management

Street Maintenance

Asphalt / Concrete

- Repaired a broken sidewalk for FDOT (approximately 50') at 750 S. Yonge Street (Murphy Bed Store)
- Patched potholes at various citywide locations
- Asphalt repair for the Water Department on Amsden, between John Anderson Drive & N. Halifax Drive (3.5 tons)
- Asphalt repair for the Water Department at N. Halifax Drive & Dormont

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

- Removed stumps on Lakebridge, at Memorial Gardens, and at other various locations
- Repaired sod at Tomoka Oaks
- Trimmed trees on Shady Branch, Blockhouse Court, Riverside Drive, Royal Palm, Greenwood, and at Memorial Gardens

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
- Spread fill dirt on a site at Fred Gamble Way & Hand Ave.
- ROW trimming at citywide locations
- Assisted asphalt crew on Amsden Road

Sign Shop

- Repaired or replaced signs at the following locations:
 - Replaced stolen “No Parking on the Grass” signs at the east end of Santa Lucia Ave., also used 80# of Quikcrete in each hole
 - Stenciled the words “No Trespassing” and “No Dumping” on the concrete barrier at the end of Greenvale Dr, and glued red reflectors on the barrier
 - Riverbluff Dr. & Riverbluff Ct., re-installed street names that were knocked off the post
 - SW N. Yonge St. & Rosewood Ave., replaced a broken “No Outlet” post and bent sign
 - Completed the design of a sign to be installed in various parks to remind people to secure valuables and lock their vehicles. The Sign Shop has started the fabrication of the 24” x 18” signs

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Cleaned screen on fountains – ABC pond, Old Kings Road pond, Lakebridge pond. Contractor is working on North Nova Fountain motor
- Ditch Spraying – West SR40, both side of the road
- Bush Hog Mowing – North US1
- Reachout Mower – West SR40, north side; Wilmette Avenue; and, North US1, east side
- Edged and weedeated around mitered ends on both sides of the road on SR40. Also both sides of US1 from Wilmette Avenue, northbound
- Cleaned citywide inlets
- Vacon – Fleming Ave. & Sauls, 5 basins, 927’ line; Ellsworth & S. Beach St., 65’ line; and, Sylvania & McAllister, 1 basin, 3’ pipe

Street Sweeping-Streetsweeper

- 115.0 miles of road cleaned
- 27.0 cubic yards of debris removed

- Fleet
Mileage Traveled by all City Departments for the week
30,046

PM Services completed for the week:
Emergency—Vehicles and Equipment
15

Non-Emergency Vehicles and Equipment
7

Road Calls for the week:
1

Accidents for the week:
#1
369- Wastewater

Quick Fleet Facts:

- Fleet has 12,993 gallons of unleaded fuel 5,846 gallons of diesel fuel on hand.
- Fleet completed 55 work orders this week.

- Utilities

Projects Summary

- Received acknowledgement from SJRWMD staff for acceptance of revised service area population projections with refined 2010 Census results and corresponding historic water use and projected future water demand as basis for responding to 2nd request for information (RAI #2) for the City's Consumptive Use Permit (CUP) Compliance Report. Staff finalizing responses to RAI #2 for forward to District.
- Chemical Bids – The award to successful vendors was approved 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. The residuals indicate that the free chlorine in the tank is approximately 10% of the recorded value at the plant. Data was sent to the consultant for sizing appropriate chlorine feed equipment.
- 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/specifications, documents will be distributed to pre-qualified contractors for solicitation of bids. A teleconference was conducted with St. Johns River Water Management District (SJRWMD) to discuss grant funding opportunities for this project. The District has some grant funds available and this project is already designed and may be considered a good candidate for receiving available grant funding.
- Fire Hydrant Replacement Program – Construction is underway by contractor. Coating is peeling from some of the recently installed hydrants. The manufacturer will provide replacement barrels coated in accordance with the specifications. Hydrants on Ocean

- Shore Boulevard, Kent Drive and Ormond Parkway are being replaced this week. 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. The contractor has final punch list items required for final completion. The contractor has not committed toward 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. A scope of services was drafted for review of the pump station design and installation components.
 - Ormond Beach Wastewater Treatment Plant Expansion–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 - The doors were hung on Lift Station 6M. As-built drawings were received for Lift Station OM and sent to the GIS Department. An auto cad format was requested. The request was forwarded to the consultant for implementation.
 - 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: Comments were sent to the Planning Department concerning record drawings received on Energizer Water Main Connection project. Attended the final inspection for the Family Dollar Store on US 1. The contractor for Family Dollar on US 1 located the area where the existing force main was plugged. The pipe was repaired and the lift station operates properly.
 - Transfer Station Lift Station Upgrades – Ninety percent plan review comments were sent to the Consultant by the Utilities and Engineering Departments.
 - Final edits of Sewer Use Ordinance underway with Legal and forwarded to FDEP for review. 1st Reading of Ordinance 2011-37 Amend Chap 22 Section VII. Water Conservation Ordinance.
- Public Works – Utilities Division
 - Water Distribution
 - Exchanged 13 residential, installed 1 new residential water service
 - Responded to and/or repaired 6 water service leaks
 - Flushed 1 cloudy water complaints, 4 low pressure complaints
 - Replaced 2 water services, replaced 14 water meter boxes
 - Assisted 3 customers with plumbing issues
 - Tested a 2", 3", 2-4", and a 6" water meters for accuracy, meters are accurate. Scheduled 2 hotels for water meter tests.

- Tested 8 and repaired 1 city owned backflow preventers
- Completed the notification, shutdown, and replacement of the fire hydrants at 195 Ormond Parkway, 201 Ocean Shore Blvd, and 41 Kent Dr.
- Performed maintenance on 2 city owned fire hydrants and replaced one fire hydrant struck by a vehicle at 16 Sea Bridge Dr.
- Flushed Sea Bridge Subdivision, Coquina Point Subdivision, Spring Meadows Subdivision, and Arroyo Parkway Area. Flushed area around fire hydrant exchange on Ocean Shore Blvd, Ormond Parkway, Kent Dr, and Marvin Dr.
- Flushed the water service and replaced the filter at 59 Arroyo Parkway
- Reinstalled 30 valves stolen from the stubbed out water services in Creekside Subdivision.
- Rescind boil water alert for S. Beach St, Oak Forest Dr, Sea Bridge Subdivision

- Water Treatment
 - Delivered to the City 37.476 MG (5.354 MGD) for week ending Sept. 18th.
 - Backwashed 9 filters for a total of 319,000 gallons backwash water.
 - Produced and hauled 67.5 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.
 - Sampled - cleared for rescinding three Precautionary Boil Water notices.
 - Certification of delivery of lead and copper analysis results forwarded to VCHD.

- Waste Water Collection - Reuse
 - Crews responded to seven trouble calls out west Breakaway/Hunters Ridge area and two in town.
 - Televised eight sewer laterals and cleaned 10 sewer laterals.
 - Cleaning & televising sewer mains on 2011-12 roadway resurfacing list.
 - Repaired 1" reuse service at Amsden Rd. and N. Halifax DR.
 - Repaired main sewer line at 427 Oak Park Cir.
 - Replaced three PEPSystem back lids.
 - Cleaned reclaimed filter at Tomoka Oaks Golf Course and installed new filter screen.
 - Checked irrigation system at Breakaway and Hunters Ridge.

- Waste Water Treatment
 - Domestic and Industrial Wastewater flow was 28.45 Million Gallons.
 - Produced 22.27 Million Gallons of Reuse.
 - Produced 6.18 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.06 MGD, plant designed for 6 MGD
 - Hauled tons of sludge 122.50 (14%-18% Solids).
 - Priority Pollutant Sampling completed.
 - A Plan of Study to re-evaluate the Local Limit Nickel was submitted to and approved by FDEP.
 - Local Limit Sampling Evaluation for Nickel is in progress.
 - Operations support provided for contractor activities at plant site associated with Phase 1 and Phase 2 WWTP Rehabilitation Project.

- Utilities Maintenance Division
Water Plant - Well Fields - Booster Stations
 - Replaced bearing in the #3 slurry pump tube rollers.
 - Completed work on Shadow Crossings Reuse system new 120/240 volt panel and swapped out loads to new panel.
 - Changed out the #1 Lime slurry pump gear box.
 - Replaced the air release valve on LPRO clear well pump #2.
 - Replaced the belts on the #1 LPRO blower. The motor will need to have the bearings changed soon.

- Exercised Holly Hill interconnect valves, was met by Homeowner who stated that the City was supposed to provide landscaping around control panel and valve boxes.
- Assist operations with rectifier issue for Hypochlorite generator #1.
- Performed PM's to Rima, Division, SR 40 and Hudson Well fields.
- Performed PM's to LPRO and Lime Softening Plant equipment.
- Performed Booster Station PM's.
- Performed Reuse pump station PM's and repairs.

WasteWater Plant – List Stations – Reuse System

- Deragg Influent pump #1, #2 can not be cleaned and is no longer usable, #3 has bad VFD drive and is not usable.
- Worked with SCADA technician on several liftstation faults, found memory on Server is full. Contacted Emerson and our IT department for assistance.
- 7M1 riser pipe broken on #1 pump, obtained quotes - Danus Utilities issued PO to perform bypass and piping replacement activities.
- Replaced RTU battery at Villagio liftstation.
- Replaced bad Soft Start controller at 4M liftstation, also pump #1 is bad. Pulled and Sent to FLYGT for repair.
- Install guide shoe for WEMCO system on Flygt pump for Scum Wells spare.
- SCADA liftstation repair to 7 stations.
- Assisted contractors with plant rehab activities
- Assisted operations staff cleaning tele-valves on clarifiers.
- Performed PM Service to all plant equipment.
- Deragg 4 submersible aerators.
- Monthly PM's to 20 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.