

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: October 14, 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 meeting with City Attorney
- Held staff meeting with Directors and Division Managers

Spoke to, attended and/or met with:

- Attended Volusia Legislative Delegation Meeting
- Attended Ormond Chamber Business Sparkler
- Attending the Big Ideas 2011 Conference

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:

- Prepared Employee Appreciation Certificates and Programs for Employee Appreciation Day on October 19, 2011.
- Attended Records Management Certification Program in Gainesville, Florida on October 11-12, 2011.
- Meeting packet preparation for the October 18, 2011, City Commission Meeting.

Status of Ongoing Projects

- Paperless Agenda Automation System:
 - Began initial testing of NovusAgenda.
- Digital Records Management System:
 - Researched sample RFP's for Document Imaging Services.
- Commission Chambers Audio/Visual Upgrade:
 - Coordinating installation of projectors and screens for Commission Chambers.
 - Building Maintenance removed and patched old television opening in preparation for new projectors and screens.
 - Building Maintenance removed old monitors from dais repaired openings.
 - Submitted Requisition for Installation Services for Commission Chambers.
 - Tentatively scheduled installation of Screens and Projectors.

Community Development

- **Planning**
 - Flood Plain Maps – On October 5th, 2011 the new Base Flood Elevations (BFEs) were published in the Federal Register. The 90 day appeal period will begin with the second newspaper publication date in the News Journal. Two publications in the News Journal directing anyone who may be interested where to go to view the revised BFEs. The publication will direct people to a website where they will view the information. Barring an unforeseen delay, those publications will occur on November 1st and 8th. The Department intends to place on the City Commission agenda a Resolution appealing some of the determinations in late December, 2011. A review of the appeals by FEMA is slated to be from 90-120 days after February 8, 2012. Upon completion of the appeals, there will be a 180 day acceptance period for local government to amend its flood plain ordinances to be consistent with the new Flood Plan Maps.
 - Staff met with the Economic Restructuring Committee of Main Street to discuss what would be expected from this committee if the City Commission names it as the advisory committee for the Granada Economic Opportunity Zone (brownfield).
 - Staff met with the consultant hired by the Volusia County Transportation Planning Organization for a kick-off meeting regarding the US 1 Corridor Study.
- **Building Inspections, Permitting & Licensing**
 - 44 permits issued with a valuation of \$201,241.00
 - 153 inspections performed.
 - 10 business tax receipts issued.
- **Development Services**
 - The Department has received the following developments for SPRC internal review:
 - Andy Romano Beachfront Park – internal comments
 - Ormond Crossing Design Standards – internal comments
 - Rivergrill site plan amendment – circulated for review comments

Economic Development

Ormond Crossings

- Tomoka Holdings submitted the draft PMUD and design standards documents this week. Staff has scheduled a meeting to review and discuss the material on October 24. The documents will be sent to the Planning Board and City Commission upon resolution of any potential issues.

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 marketing the vacant lots along West Tower Circle Extension to potential business prospects.
- Staff is working with an existing business on a possible plant expansion project.

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 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 on October 18.

- 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 am to 2 pm. The workshop was attended by approximately 30 residents that represented 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 were due Monday, September 26. One proposal was submitted and the Selection Committee met on October 7 to evaluate the proposal. A follow up meeting to invite the proposal applicant to provide additional detail is being scheduled for early November. Once the evaluation process is completed, staff will transmit the findings to the City Commission.
- Staff met to discuss the Opportunity Zone Designation (Brownfield's Program) for portions of the City's business districts. In addition to the primary job creation and capital investment incentives offered by the State of Florida to businesses, the Brownfield's program is a bonus program used in many communities in Florida and around the country to provide additional corporate tax credits and other tax exemptions to businesses that create jobs and invest their capital.
- Staff is preparing an RFP for the federal lobbying services contract, which will be submitted to the Commission in November.

Airport Operation and Development

- Staff completed work to compile and submit final quarterly reports for 2011 required by the Federal Aviation Administration regarding all open Airport Improvement Program (AIP) grants.
- Staff compiled and submitted the monthly FDOT Active Aviation Grants Status Report this week.
- Staff worked to acquire quotes from local contractors regarding obstacle clearing at the airport. Trees near the approach end of Runway 26 and adjacent to Taxiway "E" have been identified by FDOT as potentially hazardous to air navigation.
- Staff continues to address additional 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) were cancelled as of September 26, 2011.
- Staff worked with technicians from AT&T this week to successfully resolve a communications problem with the control unit for Gate 13 at the airport. A problem with the modem connection for this gate had prevented staff from updating the system and activating new access cards for this gate.
- Staff continued work to configure and optimize the new airport security surveillance system, and to setup the web-based monitoring features of the system. It is expected that all web-based features will be online in October.
- Staff worked this week to acquire and install new signage at the airport, which is designed to alert visitors to the presence of the new security surveillance system, and warn against trespass and interference with air traffic control.
- Staff hosted a tour of the air traffic control tower on Thursday, October 13th. Students from the Embry-Riddle Aeronautical University Airport Management Club toured the control tower facility and meet with the airport manager and the control tower manager to

discuss airport and air traffic management issues. The students were also provided an opportunity to observe air traffic control operations.

- Staff continued to work 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 continued to work with FDOT to prepare amended Joint Participation Agreements for the group of projects that collectively comprise 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. This may result in the availability of additional FDOT funds for security projects at the airport.

Finance/Budget/Utility Billing Services

On-going Projects

- Preparation for year-end audit.

Completed Projects - Weekly

- Processed 39 Journal Entry Batches (# 5132 – 5136 and # 20 - 86).
 - Approved 39 Purchase Requisitions totaling \$333,532.30.
 - Issued 37 Purchase Orders totaling \$1,175,726.27.
 - Advertised RFP No. 2012-03, Professional Janitorial Services, in the News Journal and posted to DemandStar on 10/9/2011.
 - Held opening for RFQ No. 2011-28, SR5A Nova Road Audible Pedestrian Signals at Granada Blvd, Woodlands Blvd, and Division Ave, on 10/11/2011. Three (3) companies submitted qualifications.
 - Held pre-bid meeting for Bid No. 2011-05, SR40 Multiuse Trail Phase 3 from Old Tomoka Road to Airport Road Extension, on 10/12/2011.
 - Held pre-bid meeting for Bid No. 2011-27, Tomoka State Park Multiuse Trail from Beach Street to Inglesa Avenue, on 10/12/2011.
 - Held pre-bid meeting for Bid No. 2011-30, Airport Road Force Main and Reclaimed Water Main Improvements, on 10/12/2011.
 - Prepared 176 Accounts Payable checks totaling \$652,016.94 and 44 Accounts Payable EFT payments totaling \$177,937.89.
 - Processed 3,625 cash receipts totaling \$484,284.47.
 - Processed 662 utility bill payments through ACH totaling \$46,626.63.
 - Processed and issued 6,396 utility bills with billed consumption of water of 33,857k.
 - Issued 657 past due notices on utility accounts.
- Public Information
 - Press Releases
 - Youth Basketball Registration
 - Girls Youth Basketball
 - Basketball Training League
 - Food Drive to Benefit HUM
 - Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Submitted ECHO grant for mandatory technical deadline for the skate park expansion project. This will appear on an upcoming City Commission agenda. The final deadline is in December.

Fire Department

Weekly Statistics

- Fires: 4
- Fire Alarms: 10
- Hazardous: 16
- EMS: 54
- Motor Vehicle Accidents: 9
- Public Assists: 31

TOTAL CALLS: 124

- Aid provided to other agencies: 19 calls – Volusia County (11), Holly Hill (2), Daytona Beach (6)
- Aid received from other agencies: 5 calls – Volusia County (3), Daytona Beach (2)
- Total staff hours provided to other agencies: 15 hours
- Total staff hours received from other agencies: 4 hours
- # of personnel sent with EVAC to assist with patient care during hospital transport: 0
- # of overlapping calls: 37

Medical Call Type

- Abdominal Pain: 1
- Blood Pressure: 1
- Breathing Problem: 8
- Chest Pain: 4
- Convulsions: 1
- Diabetic: 1
- Fall Victim: 9
- Pedestrian Accident: 1
- Sick Person: 1
- Stroke: 1
- Traffic Accident: 8
- Traumatic Injury: 1
- Unconscious: 4
- Unknown Medical: 4

TOTAL EMS PATIENTS TREATED: 45

Training Hours

- Building Construction: 7
- Customer Service: 4
- Donning & Use: 2
- EMS Protocols: 2
- EMT Refresher: 2
- Emergency Response to Terrorism: 5
- PEPP Renewal: 30
- Paramedic: 8
- Prehospital Trauma Life Support: 126
- Search & Rescue: 2
- Tactics: 2

TOTAL TRAINING HOURS: 190

Station Activities

- Updated 18 pre-fire plans.
- Inspected 33 hydrants.

- Conducted 2 fire inspections.
- Provided blood pressure checks at employee health fair.
- Participated in annual Octoberfest 3-day event at Prince of Peace Church.

Operations

- Met with Volusia County Director of Public Protection and staff regarding dispatch issues.
- Attended annual American Legion Fire and Law Dinner recognizing first responders.

Human Resources

Staffing Update

Job Requisitions

- Police Department-Police Officer
- Public Works Department/Streets – Maintenance Worker II
- Public Works Department/Engineering – Engineering Inspector

Approved/Active Recruitment

- Police Department/Neighborhood Improvement-Office Assistant III position was advertised in-house and on the City Website, closed on 10-07-11. Applications are being entered on spreadsheet prior to sending to department for review.
- Finance/Utility Billing – Part Time Account Clerk II advertised in-house and on the City Website and will close on 10-21-11.
- Public Works/Utilities - Environmental Regulatory Compliance Coordinator advertised on the City web site, in-house, the APWA web site, FWPCOA web site, FRWA web site and on FWRJ web site and will close on 10-28-11.
- Leisure Services/Parks & Grounds Maintenance - Maintenance Foreman advertised in-house and on the City web site and will close on 10-21-11.
- Leisure Services/Administration – Recreation Program Specialist advertised in-house and on the City web site and will close on 10-21-11.
- Public Works Department/Wastewater Plant – Treatment Plant Operator position, department has requested to re-advertise position open until filled.

Screening/Interviews Scheduled

- Support Services Department – Office Assistant III position was advertised in-house and on the City web site, closed on 09-23-11. Forty-eight (48) applications have been received and are in the process of being reviewed.
- Public Works Department/Fleet Operations – Mechanic II position closed on 09-09-11. Sixteen (16) applications were received and forwarded to the department for review. Fleet Operations is in the process of narrowing down the applications and scheduling interviews.
- Leisure Services Department – Recreation Center Coordinator position was advertised in-house, on the City web site and on the Florida Recreation and Parks Association (FRPA) web site. Position closed on 09-30-11 and ten (10) applications were received and forwarded to department for review.

Job Offers

- Leisure Services/Casements – Part Time Custodian candidate began employment on 10-10-11.
- Finance Department – Senior Accountant/Budget Analyst candidate will begin employment on 10-17-11.

Terminations/Resignations/Retirements

- FY Attrition – M/E 09-30-11: 5.21% (excluding retirements)
- Support Services- Office Assistant III requested retirement effective 10-13-11.

Promotions

- Public Works/Utilities – Maintenance Worker II employee in Streets Division applied for and was promoted to Plant Pump Mechanic effective 10-10-11.

Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program September, 2011 monthly report reflects savings of \$54,232 for City residents during the fifteen months that the program has been in effect in Ormond Beach. Over 1,222 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.

City Events/Employee Relations Update

- 2011 Employee Appreciation Day – **Florida City Government Week is October 16 - 22, 2011.** The City will celebrate our employees by having it's annual Employee Appreciation Day on Wednesday, October 19th with a barbecue luncheon from 11:30 a.m. to 1:30 p.m. in Rockefeller Gardens at The Casements.
- On October 7th, the City had it's annual employee health fair "Highway to Health" where over 176 employees participated in wellness screenings, received their annual flu shots and signed up for the Wellness Cove's Health Risk Assessments, QuitSmart and Weight Watchers programs. Lunch was provided by Florida Health Care Plans and the obstacle course with "drunk" goggles for trikes was a big hit.

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 11-09-11.** To date, **90%** of full time employees have completed the Customer Service training with two training sessions remaining.

Risk Management Projects

- Attended State Public Risk Management Association annual conference.
- Attended Claims Committee meeting.
- Attend Risk Advisory Board meeting to discuss 2012 professional education for risk management community.

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: - 64 New work - 60 completed - 49 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	30,417	Inbound E-Mails Blocked	20,121
Delivered Inbound E-Mails	10,005	Quarantined Messages	291
Percentage Good Email	32.9%	Virus E-Mails Blocked	49

- Notable Events: None.
- Geographical Information Systems (GIS)
 - Addressing Additions: 5 Changes: 0 Corrections: 0
 - Map/Information Requests: 32
 - Information Requests from External Organizations: 1
 - CIP Related Projects (pavement management, project tracking map): 0
 - Notable Events: Submitted annual Form TM to Florida Dept of Transportation.

Leisure Services

Administration

- Facility Damage Assessment
- Supervisory Staff Meeting
- City Manager Staff Meeting
- Park Site Visits
- Application Reviews
- RFP Review
- Athletics
 - The Ormond Beach Shuffleboard Club continued to hold 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 continued their games this week at the Sports Complex, nightly at 5:45pm and 6:45pm.
 - The City's Coed Softball League continued their 2nd half season, with 13 teams competing. Games are at 6:20pm, 7:30pm, and 8:40pm, Monday through Thursday. Teams are divided into 2 divisions for better and safer play.
 - The City's Youth Volleyball program continued this week on Monday night. This is an 8-week program designed around skills work and scrimmage games.
 - The Ormond Beach Pride games were canceled on Saturday due to inclement weather.
 - The City's Men's Softball League continued their game season this week. Currently seven teams are competing, with games on Monday, Tuesday, and Friday nights.
 - Calvary Christian Academy Football had another home game on Friday night at 7pm on the Championship Field (#7) at the Sports Complex.
 - The OBYBSA Boy's Baseball and Girl's Softball continued their fall game season this week at both the Nova fields and the softball quad at the Sports Complex. The season will run through the end of October.
- 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.
- Repainted 15 soccer fields to host the recreational league.
- Prepped soccer field to host the Challenger sports league.
- Cleaned up after soccer and football games.
- Prepared fields for the coed softball league.
- Prepared field for men's slow-pitch softball league.
- Prepared fields for recreation and Lady Renegades softball practices.
- Prepared baseball fields for Golden Spikes league daily.
- Continued to fix irrigation problems on many fields at all locations.
- Moved portable bleachers to outside of football field for weekend games.
- Repainted football field to host Pride league on Saturday and the Calvary Christian Academy varsity football games on Friday. Put out trash cans, carpets, benches and prepped for the fans.
- Finished another round of spraying insecticide and herbicide for all fields.
- Edged infields on the baseball at the Airport Complex.
- Assisted with the set-up of Health Fair at Nova.
- Raked thin areas in turf of softball field.

- 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.
 - Seabreeze Football Boosters Club met on Tuesday 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 event:
 - Hits of the Brits, Friday, October 14th, 7:30pm to 9:30pm, \$20 advance tickets, \$25 at the door.

- 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 daily from 1pm to 9pm.
 - Adult Basketball Monday and Thursday from 6pm to 9pm.
 - Jazzercise class was held Wednesday from 5:45pm to 6:45pm.

- Community Events
 - Completed weekly administrative tasks and office work.
 - Attended weekly staff meeting.
 - Attended events meeting.
 - Attended Senior Games meeting.
 - Continued Senior Games event planning.
 - Continued holiday event planning.
 - Attended meeting for holiday concert at The Casements.
 - Attended parade meeting.
 - Attended planning meeting for shredding event at City Hall.

- 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 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 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 practice on Tuesday afternoon at the Ormond Beach Sports Complex.
 - Phonics was held on Tuesday and Thursday evenings.

- The Casements
 - Tours continued from 10am to 4pm, Monday through Friday, and Saturday from 10am to 11:30am.
 - Yoga classes were held on Tuesday morning from 10:30am to 11:30am, and Thursday evening 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 took a break this week but will resume next week.

- Pat Spano's Art classes continued on Wednesday evening from 5:30pm to 9pm.
- 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.
- A memorial service was held in Ormond Memorial Gardens on Wednesday, October 12th.
- The Ormond Beach Art Guild 2011 Fall Art Show is featured in the Gallery through October 27th.
- A group of 5th graders from Pine Trail Elementary toured the Casements on Thursday, October 13th.
- Staff continued planning and preparing for the "Rockefeller Revisited" program scheduled for October 29th. Presale tickets are now on sale for \$4.00.
- Staff continued working on coordination of all holiday preparations with The Guild for the annual Christmas Gala.

- Parks and Irrigation
 - Installed 2 new heads at west parking area and installed 6 new nozzles, and adjusted heads.
 - Replaced 2 broken timers and solenoids on W. Granada Blvd. medians #2, #3, and #4.
 - Replaced 1 shrub spray at Milton Pepper Park.
 - Installed tree stakes and line, plumb trees, repaired broken swing line, installed a new nozzle and filter at The Casements.
 - Repaired line break at Bailey Riverbridge Gardens, installed a new swing line and spray head.
 - Added B program to timers at Bailey Riverbridge Gardens for extra flower bed irrigation.
 - Put zone wires in coder on timer at The Casements and performed a test run.
 - Replaced 4 spray heads and nozzles at City Hall parking lot.
 - Dug up and replaced one 2" valve, repaired 2 main line breaks, and replaced 2 ball field rotors.
 - Located valve at the P.A.C.

- Building Maintenance
 - Trimmed limbs over walkways at River Bend Nature Park.
 - Installed backflow preventer for potable water supply at the P.A.C.
 - Repaired downed fence at the future Beachfront Park.
 - Repaired ladies room toilet at the P.A.C.
 - Completed redesign of the pump room for the fountain at P.A.C.
 - Installed new doors in dugouts at Airport Sports Complex.
 - Completed trim work and door installation in Stormwater Dept. multi purpose room.
 - Repaired drinking fountain at Nova Rec. Center.
 - Repaired broken urinal at Nova Rec. Center.
 - Assisted with set up and break down of tables and chairs for employee Health Fair at Nova Rec. Center.
 - Removed graffiti in men's room at Cassen Park.
 - Installed new backflow preventer for the fountain at the P.A.C.
 - Installed new hard wired doorbell at Ames House.
 - Removed streetscape light hit by a car on Granada Blvd.
 - Removed rusted volleyball standards from beachside.
 - Conducted weekly inspections of the Ormond Beach Municipal Airport.
 - Repaired clogged men's room toilet at Central Park I.

Police Department

Administrative Services

- Meeting with State Attorney's Office regarding renewing an Interlocal Agreement for the prosecution of criminal ordinance violations.
- Meeting with management of Cheaters regarding observed ordinance violations.

- Meeting with Parole & Probation regarding renewal of MOU for 2011/2012 for inter-agency operations.
- Met with representatives of police union (FOP) and City staff regarding ongoing contract negotiations.
- Attended weekly PD and City Manager staff meetings.

Community Outreach

- Sixteen youth participated in the Science on Patrol program held at Ormond Beach Elementary School on Tuesday, October 11th. Lt. Hayes stopped by to visit with the students and welcome them to the PAL program.
 - Tutors R Us continues currently 17 youth are enrolled in the program.
 - Preparations are continuing for the Golfing for Youth fundraiser to be held at River Bend Golf Club October 29th.
 - Discussions for upcoming PAL Holiday programs were held. The annual PAL Holiday Party date was set for December 15th and the Holiday Toy Tournament was planned for the weekend of December 10th.
 - PAL staff continue to research community partnerships and community grants to support the educational components for the PAL Tutors R Us and READ programs.
- Community Services & Animal Control
 - Animal calls responded to: 68
 - Animal Reports: 9
 - Animal Bites: 1
 - Animals Reclaimed: 1
 - Animals to FHS: 1 Dog
 - Animal Traps: 4
 - Ongoing investigation for possible dangerous dog at 10 Brooke Station
 - Fostering (3) 1 day old kittens (No mom)
 - No new bear sightings
 - Low Cost Shot Clinic -10-22-11 at 170 W. Granada Blvd from 9:00AM -12:00PM.

- Criminal Investigations

- Cases Assigned: 20
- Cases Cleared by Arrest/Complaint Affidavit: 10
- Cases Exceptionally Cleared: 4
- Inactive: 12
- Fraud: 4
- Burglary Business: 2
- Burglary Residential: 5
- Larceny Car break: 5
- Grand Theft: 0
- Auto Theft: 2
- Offense Against Family/DCF Reports: 0
- Sex Offense/Rape: 1
- Robbery: 0
- Assaults: 0

Narcotics

- Three Search Warrants
- Three Buy-Walks
- Two Buy-Walk Attempts

Comments

- Delayed reporting of a possible sex offense that occurred in Ormond Lakes by a known suspect. The female student reported the incident to another student at Seabreeze High School. A report was taken several days later by VCSO when a teacher found out about the incident. The report was transferred to OBPD to investigate. Investigation is ongoing.
- Calvary Band Teacher arrested on our warrant for lewd and lascivious conduct on a minor child.
- Warrant obtained for aggravated stalking and burglary for a Deland woman who is stalking her estranged husband on Pine Cone Trail. The woman has been making death threats, vandalizing his property and has burglarized his residence. The female was arrested and bonded out the following day. She immediately sent another threatening message and a police report has been filed regarding the new threat to Deland PD.
- An arrest warrant was obtained for an employee of the local business after he used his key to enter the business after hours. The employee was captured on video entering the safe and removing cash and several new iPhones. Investigators were unable to locate the employee and an arrest warrant was obtained. The employee was found deceased over the weekend in a Daytona motel room of an apparent overdose. It is believed that the iPhones were traded for drugs.
- Records
 - Walk - Ins / Window 135
 - Phone Calls 225
 - Arrest / NTA'S 19
 - Citations Issued 113
 - Citations Entered 136
 - Reports Generated 117
 - Reports Entered 31
 - Mail / Faxes / Request 85
- Patrol
 - Total Calls 1,437
 - Total Traffic Stops 159
- Operations
 - 10/06/11 - Dog Bite – Orchard Street/Arroyo Pkwy – Pitbull vs small dog – no injury to owner.
 - 10/06/11 - Warrant arrest – Adult male arrested Failure to appear warrant on 3 drug related misdemeanor charges.
 - 10/06/11 - Burglary/Residence – Arlington Way – Open garage – drill taken – no suspects.
 - 10/06/11 - Baker Act – Greenwood Ave – Juvenile female threatening suicide to her mom – transported to Halifax under Baker Act.
 - 10/07/11 - Violation of Injunction - Fir Street – victim called about his neighbor that had made contact with him in violation of injunction orders.
 - 10/07/11 - Carbreak – Castle Manor – possible known suspect.
 - 10/07/11 - Trespass Warning – LuLu's Restaurant – Adult male in a fight with manager – Manager trespassed the subject from the property.
 - 10/07/11 - Battery/Against LEO – Nova Road/Rocking Ranch – Intoxicated juvenile fell from his bike. Officer made contact and subject would not listen and grabbed officer's arm ripping off his uniform shirt sleeve. Juvenile arrested and placed in officer's vehicle – proceeded to kick rear partition and windows – would not comply – pepper spray used to bring subject under control.
 - 10/07/11 - Home Invasion Burglary/suspicious circumstances – Autumn Wood Trail – Black male subject took cash from victim's purse and 40/10mg Hydrocodone pills – fled on foot. VCSO K9 assist unsuccessful due to heavy rain – OB K9 out with black male

- and white female in close proximity to home invasion (Nova Rec) – Female contacted is victim's roommate – CID notified. Investigation continuing.
- 10/07/11 - Narcotics Arrest – N Nova Road/Rec Center – Adult male with drug paraphernalia – CID notified
 - 10/07/11 - Myers Act – S Nova Rd – Intoxicated adult male walking down street with beer in hand.
 - 10/08/11 - Suspicious Person – Granada/A1A – Subject arrested for disorderly intoxication and resisting without violence.
 - 10/08/11 - Dating Violence – WalMart – Adult male arrested for refusing to let girlfriend leave – observed by witnesses physically pushing her around.
 - 10/08/11 - Burglary/Vehicle (two) – Bryant Street – Adult male arrested based on positive identification made by witnesses and victim as being the perpetrator of the two car burglaries.
 - 10/08/11 - Narcotics Paraphernalia – Prince of Peace Carnival – Juvenile male arrested for possession of paraphernalia. Subject was on pretrial release at time of arrest. Transported to Division of Youth Services.
 - 10/08/11 - Crash with injury – Fleming Ave/S Nova Rd – Three vehicles – one female injury – transported to hospital for treatment.
 - 10/08/11 - Battery/Domestic Violence – Plaza Grande Ave – Adult male arrested.
 - 10/09/11 - Crash with injury – Tymber Creek Subdivision – Driver ran into Guard Shack.
 - 10/09/11 - Battery/Domestic Violence – Maryann Terrace – Adult female arrested.
 - 10/09/11 - Battery/Domestic Violence – Standish Dr – Adult male arrested – also had an open Volusia County arrest warrant.
 - 10/09/11 - Stolen Vehicle – Windwillow Ln/Ormond Lakes – keys left in vehicle – taken overnight – 2000 Gray Volvo SUV (Tag#B8ECW)
 - 10/09/11 - Burglary/Vehicle – Williamson Blvd/Regal Cinema.
 - 10/10/11 - Burglary/Business – S Nova Road/Gaff's Meats – Front window smashed out. Money missing from office. Possible suspect identity is known.
 - 10/10/11 - Burglary/Vehicle – S Beach Street/Cassen Park – Front window smashed out. iPhone and purse stolen.
 - 10/10/11 - Burglary/Vehicle – S Beach Street/Cassen Park – Rear window smashed out.
 - 10/10/11 - Stolen Vehicle – Ponce De Leon – Harley Davidson Motorcycle stolen from driveway.
 - 10/10/11 - Battery/Domestic Violence – Cumberland – Against sibling. Juvenile male arrested.
 - 10/10/11 - Baker Act - St Georges/Bermuda Estates – Adult male Baker Act.
 - 10/10/11 - Alarm/Burglary - E Granada Blvd / Billy's Tap Room – Entry through small window – food items stacked outside - VCSO K9 assist unsuccessful.
 - 10/11/11 - Burglary/Residence – S Halifax Dr – Investigation of one burglary over weekend disclosed a second previous burglary that had not been discovered/reported.
 - 10/11/11 - Missing Person – Flormond – reported missing juvenile from another jurisdiction found/recovered at residence.
 - 10/11/11 - Battery/Domestic violence – Ann Rustin – Adult female arrest.
 - 10/11/11 - Fraud – Publix Towne Square – Female presented her valid driver license while attempting to cash a fraudulent check.
 - 10/11/11 - Trespasser – Granada Plaza – Subject previously warned by property management. Arrested for trespassing after warning.
 - 10/11/11 - Warrant arrest – Roger Park. – Subject arrested on outstanding arrest warrant.
 - 10/12/11 - Narcotics Arrest – Lakebridge Plaza – Occupant of a suspicious vehicle contacted and a consent to search obtained. Subsequent search turned up oxycodone and syringes. Suspect admitted drug user.
- Traffic Unit
 - 11-10-00083, Hit & Crash / Arrest, 500 BLK S. Yonge Street.: Privately owned bus sideswiped a passenger car during an improper lane change. Bus fled the scene, but

- was stopped by Officer Piccola. Passenger and driver had switched seats. Obtained positive ID of the driver with sworn statements. Driver had a suspended DL. He was arrested and transported to VCBJ for driving while license suspended and leaving the scene of a crash.
- 11-10-00087, Crash with Injuries, 500 BLK S. Yonge Street: Dump truck sideswiped a passenger car during an improper lane change, spinning the car to the front of the truck and plowing it forward for several feet. Driver of the car was hospitalized with non-life-threatening injuries. Driver of the dump truck was cited.
 - 11-10-00108, Traffic Stop / Narcotics Arrest, 420 Lakebridge Plaza Drive. Driver not wearing a seat belt. Driver and passenger both very nervous. Both made furtive movements to hide items while in contact with officers. While dealing with the passenger, the driver tried to run from the vehicle but was quickly captured. About 3 grams of crack cocaine, various paraphernalia, and approximately \$1300.00 cash/suspected drug sale proceeds were all seized. Arrested for possession of cocaine with intent to distribute, possession of drug paraphernalia, and resisting officers without violence.
 - 11-10-00124, Crash w/ Injuries, Nova Road / Fleming Avenue: Southbound vehicle ran a red light and crashed into two vehicles turning left from Fleming Avenue. Driver transported to the hospital. Two lanes of southbound traffic were shut down for about 30 minutes.
 - Attended Gas Light Parade meeting at the Casements.
 - Escort preparations made for Sergeant Monroe's funeral.
 - Motors worked the Octoberfest event at Prince of Peace Church all weekend.
 - Traffic Citations 80
 - Parking Citations 0
 - Crash - No Inj. 12
 - Crash - Injury 7
 - Crash - Fatal 0
 - Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
 - Self-Initiated Enforcement Locations:
 - Central Park area
 - 600 BLK Division Avenue
 - 600 BLK Hand Avenue
 - 1100 BLK N. US 1
 - S. Yonge Street
 - SR A1A
 - 200 BLK Main Trail
 - 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: 1 Cases Initiated
 - Zone 2: 3 Cases initiated
 - Zone 3: 3 Cases initiated
 - Zone 4: 3 Case initiated
 - 19 tree removal permit requests
 - 34 signs either removed or sign cases created.
 - Administrative staff assisted with one walk-in and forty-six (46) 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 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 was hand delivered. The owner is trying to find a way in which to keep his truck at his residence without violating the code. Staff has given some time for the owner to come into compliance hoping not to have to issue a citation. The respondent has complied with the code. No further reports required.

Public Works

- Engineering

- Construction Projects

- Alcazar-Buena Vista Drainage Area Improvements - Watermain and stormdrain construction is being worked on along Alcazar Ave and Buena Vista Ave. The project is approximately 70% complete, with several areas throughout the project limits remaining to be restored.
- Selden Avenue Road and Utility Improvements – Asphalt paving was completed. The project is substantially complete.
- Airport Rd. Forcemain Ext. / Reclaimed Water Ext - The prequalified contractors were notified to proceed with bidding. The bid opening is scheduled for November 2, 2011.
- Downtown Way Finding Signage - The engineered drawings are being prepared by Don Bell for permitting and fabrication.
- Riviera & Ames Seawalls - Grout epoxy completed working on void injections.
- US1 & SR40- Automatic transfer switch has been installed.
- Nova Community Park Tree Planting – The new trees are scheduled to be installed by the end of this month.
- CCTV Surveillance - Projects are completed.
- Wastewater Treatment Plant Expansion and Rehabilitation – Contractor is working on Clarifier No.4, underground piping, chlorine contact tanks, swing zone blowers, fermentation tank, and the main electrical building.

Design Projects

- Andy Romano Beachfront Park – The Consultant has submitted 60% plans to the FDEP, and City SPRC for permitting. The consultant has also met with the FDOT to discuss the project prior to submitting for the driveway and drainage connection permit. On October 18th the consultant will present the 60% plans to the City Commission and an update on the project status.
- SR40 Sidewalk / Trail Phase III - Scheduled pre-bid meeting.
- US1 Resurfacing Dix Ave. Nova Rd. - Provide utilities maps for the design. Set up meeting for field verification.
- Ormond Scenic Loop Wayfinding Signage Assessment Plan - A draft of the final report has been received and presented to Mainstreet and will be presented to the City Commission as a disposition item on Nov. 1st.
- Central Park Paving – Preliminary stormwater management design is complete.
- Tomoka State Park - Discussed and provided plans for the new Tomoka State Park Manager. Set up pre bid meeting.
- SR40- Nova to A1A Interconnect - Reviewed plans and responded to submittals for project.

- OBSC Pop Warner Football Field – A discussion item is scheduled for the October 18th City Commission meeting to discuss options and costs.
- Transfer Station Pump Station - Reviewed final design plans.
- 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.
- Roadway Resurfacing - Plans and specifications are being prepared for the fiscal year 2012 resurfacing program.
- 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 – Staff was just informed that the County has waived the ROW permit for the beautification project. The County is currently in the process of approving our grant application so they can allocate funding for construction.
- SR40 Washington to Beach St. - Investigated manhole inlet conflict. Provided comments to plans via FDOT ERC.
- 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 is soliciting quotations to repair the existing railings and replace decking as needed per the \$25K budget.
- 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. This is scheduled for presentation to the City Commission on Nov 1st.
- 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. 100% Plans are due for submittal next week.
- 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. Modification No.1 to the agreement will be presented to the CC at Nov. 1st meeting to reallocate a portion of the Phase 2 construction cost to the Phase 1 design cost and extend the performance period.

Department Activities

Administration

- Created 2" watermain replacement maps showing replacement needs based on priority zones.
- Researched and provided documents showing ownership of Central Park Ph 3 lake and created exhibit drawing representing the deed location.
- Met with consultant to discuss findings of the additional boring and ground water sampling requested by the FDEP for the Nova Road Landfill.
- Prepared work authorizations totaling \$477,015
- Prepared work authorizations totaling \$80,190

- Prepared requisitions/PO's totaling \$20,212
- Grant Administration - submitted third quarter 2011 status reports for the FEMA Hazard Mitigation Grant Program (HMGP) projects: Hand Avenue & Laurel Creek Drainage Improvements, and Central Park Drainage Improvements

Customer Service

- Provided Alcazar / Buena Vista drainage improvements documents to Zev Cohen.
- Completed Legal description of the Granada Boulevard Opportunity zone boundary per Planning Division request.
- Provided property line location information of 49 Lake Park Cir. per Neighborhood Improvement Division request.
- Completed tree locate at 25 Park Ridge Way per Streets Division request.
- Researched and approved fence permits that are located on existing easements for Planning Division.
- Contacted ATT regarding permit for right of way work on Bosarvey.
- Responded to citizen complaint at signal on SR 40 and entrance to Lowes.

Meetings

- Met with product representatives from Erosion Control Products for presentation on various armoring and soils stabilization products.
- Met with Comtech regarding new interlocking system.
- Web meeting regarding new FDOT LAPIT program to be use for all LAP projects.

Other

- 14 projects were inspected.

- Environmental Management

- Street Maintenance

- Asphalt / Concrete

- Assisted in City-wide storm clean-up

- Tree Crew

- Trimmed at City yards and City Hall (including Corbin St. parking lot at school).
- Trimmed damaged branches City-wide due to storm
- Removed trees and limbs from roadways City-wide due to storm
- City-wide storm clean-up

- Maintenance Crew

- Rotated Special Event Bridge signs
- Repaired banners on Granada Bridge
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads at all City parks, Airport Sports Complex, and Old Tomoka Rd.
- Assisted concrete crew
- Daily maintenance of various vehicles in Public Works Yard
- Printed daily work orders and distributed for job assignments
- Assisted in City-wide storm clean-up

- Sign Shop

- Repaired or replaced signs at the following locations:

- Storm-Related

- Loyola Ave and Harvard Dr., replaced missing stop sign and street names
- Cedar Rd and Byron Ellinor Dr., replaced missing stop sign

- Springer Ct and Silver Fox Tr., replaced stop sign, post, and street names damaged by falling tree
 - Seton Tr. and E Granada Blvd., installed new drive rivet on stop sign hanging upside down
 - Pine St and Riverside Dr., replaced bolt and nut on a 25 mph sign hanging upside down
 - Woodmere Cir. And Domicilio Dr., replaced bolt and nut on stop sign hanging upside down
 - Division Ave. and Bostrom Ln., replaced post on a "Pedestrian Crossing" blown down by wind
 - Charleston Sq. and Tara Pl., replaced stop sign, post and street names that were blown down by wind
 - Coquina Dr. and Bosarvey Dr., straightened school speed limit sign
 - Portable stop signs were placed at the following intersections due to traffic lights not working:
 - Cardinal Ave and S Atlantic Ave
 - Seminole Dr and W Granada Blvd
 - Tymber Run and Tymber Creek Rd
 - 1201 Oak Forest Dr., straightened a leaning 24 mph sign
 - N Orchard St and at Winn-Dixie entrance, replaced a missing "Pedestrian Crossing" sign and straightened the post
- Non Storm-Related
- Magnolia Ave across from #7, installed 25 mph sign

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Basin Cleaning – Trouble spots and flooded areas
- Bennett Lane – pumped water for 3 days due to pending storm
- Reachout Mowing – End of Fleming Ave., Santa Fe Ave., ditches on SR40, Lakebridge pond.
- Chemical spraying – South US1, pond on Division Ave., canoe launch on Division Ave.
- Assisted Streets Section is removing downed trees for 2 days utilizing loader and Gradall (dump truck)

Street Sweeping - Streetsweeper

- 15.0 miles of road cleaned
- 20.0 cubic yards of debris removed

- Fleet
Mileage Traveled by all City Departments for the week
30,912

PM Services completed for the week:

Emergency—Vehicles and Equipment
7

Non-Emergency Vehicles and Equipment
15

Road Calls for the week:

0

Accidents for the week:

0

Quick Fleet Facts:

- Fleet has 12,560 gallons of unleaded fuel 3,018 gallons of diesel fuel on hand.
- Fleet completed 46 work orders this week.

- Utilities

Projects Summary

- Response to 2nd request for information (RAI #2) for the City's Consumptive Use Permit (CUP) Compliance Report at SJRWMD. Collaborating with District staff on minor comments for assisting preparation of draft Technical Staff Report.
- Chemical Bids –Purchase Orders were prepared to awarded vendors for upcoming year water and wastewater plant chemical purchases.
- Concentrate Disposal Study –Conductivity measurements indicate that reuse water used for plant wash down is also typical of the reclaimed water stored in the tank. Relocating the conductivity meter to the reclaimed water main feeding the in-plant reuse system for compliance sampling appears to be feasible in lieu of offsite reuse storage tank location. The consultant was asked to pursue this option. Daily measurements of conductivity at the plant and storage tank are continuing to be taken until the consultant determines that the amount of data is sufficient for FDEP to change the compliance sampling location.
- 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. A hydraulic model of the raw water system is required. Estimates for this work are being solicited.
- 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. Pre-bid Meeting was conducted on October 12 to answer questions from pre-qualified contractors concerning contract bid documents. Bids are scheduled to be awarded on November 2nd.
- Fire Hydrant Replacement Program – Construction is underway by contractor. Coating is peeling from some of the recently installed hydrants. These hydrants are being replaced with hydrants recoated to the City's specifications. Thirty-four hydrants have been installed. 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. Pump 1 is operating; the other 2 pumps are out of commission. Pump #2 was pulled, rags removed and the gaps were reset. The pump motor was shorted out and would not start. Switching the motors for pumps 2 and 3 was recommended as a temporary solution so two pumps could be operational while the dewatering station was shut down for rerouting the force main. The pump manufacturer and contractor were notified to determine their capability to change out the motors. Staff received notice from the contractor indicating preliminary motor change activity scheduled for Tuesday October 18. The contractor has final punch list items required for final completion. Legal is assisting the development of our proposed action plan for addressing the outstanding contract items.
- Ormond Beach Wastewater Treatment Plant Expansion– Brasfield & Gorrie sent notification of proposed schedule to reroute the dewatering pump station force main on 10/19/11. The notification indicates intent to claim for delay if the force main cannot be relocated due to bypass flows from the IPS remaining active. CenState has been notified to exchange motors between pumps 2 and 3 as a temporary solution. An auxiliary plan is also being developed to use the bypass pump, recently purchased as part of this contract

- to pump from the dewatering station to plant so the force main can be relocated without delaying the contractor.
- Lift Station Repair and Replacement Project – The contractor indicated that punch list items concerning the doors at Lift Station 6M are completed. A final inspection was performed and all items found complete. Final Pay Application No. 21 received for processing.
 - Town Square and Lift Station 4M1 Rehabilitation –Specifications are being prepared. Pump selection was completed.
 - Water Plant Aerator Rehabilitation – A sole source award will be recommended for CC consideration for the rehabilitation to be performed by the original manufacturer, DeLoach Industries, Inc.
 - Water Plant SCADA – A City Commission agenda item is being prepared to recommend 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.
 - SPRC: Village Business Center –Plans for Andy Romano Oceanfront Park, Dodson Creek Office Complex and 1001 Tomoka Road were reviewed.
 - Transfer Station Lift Station Upgrades – Final plans were reviewed with the Engineering Department
 - Final edits of Sewer Use Ordinance underway with Legal and forwarded to FDEP for review.
 - Notification to CC for Oct 18 meeting agenda prepared for Shelley's Environmental Services request to place in effect Class AA Biosolids treatment and disposal pricing as previously awarded via Resolution No. 2011-39.

Public Works – Utilities Division

Water Distribution

- Exchanged 28 residential water meters, Replaced 10 water services
- Responded to and/or repaired 20 water service leaks, located 3 water meters for the meter readers, assisted 2 customers with misc. water issues
- Flushed 10 cloudy water complaints, 7 low pressure complaints, repaired 17 water meter boxes
- Tested 4, repaired 1 city owned backflow preventers, all tested good. Installed 2 new backflow preventers at the performing arts center on the water feed to the building and at the connection to the fountain.
- Tested 2- 3" and a 6" meter for accuracy, 1-3" meter needed to be repaired and all tested accurate, Scheduled 5 meters for testing.
- Completed the notification, shutdown, and replacement of the fire hydrants at 99 Fairway Dr, 2 Bristol Lane and 383 Riverside Dr, 15 Valves were exercised for these shutdowns. Performed maintenance on 5 fire hydrants.
- Repaired 2- 2" water main leaks on River Breeze Dr and Arroyo Parkway
- Flushed Riverside Dr, Peninsula Dr, Royal Palm Dr, Arroyo Parkway Area, Gardens of New Britain, North Shore Dr, Fairway Dr, Golfview Dr. Flushed and replaced the filter at 59 Arroyo Parkway. Installed a new automatic flushing device on Creek Bend Way (Breakaway Trails) due to ongoing water quality complaints.
- Assist irrigation department with locating a isolation valve for the irrigation system on SR40
- Rescind the boil water alert due to shut downs for fire hydrant replacement on Royal Palm Dr and Peninsula Dr
- Backfill and sod due to excavations on Creek Bend Way, Ocean Shore Dr, Riverbreeze Dr
- Utility locating service: 5 emergency, 56 Standard locates completed this week, all marked on time.

- A cross connection between a well and the potable water service was found at 11 Indianhead Lane. The water service has been shut off and staff coordinating with the customer for severing the connection before the water service can be resumed.

Water Treatment

- Delivered to the City 35.326 million gallons for the week ending Oct 9th , 2011 (5.047 MGD)
- Backwashed 12 filters for a total of 500,000 gallons backwash water.
- Produced and hauled 54 wet tons of dewatered sludge.
- Operated north & south plant generators under full load for routine PM.
- Sampled, cleared and rescinded three Precautionary Boil Water notices.
- Submitted THM and HAA laboratory results to FDEP.
- Submitted Asbestos laboratory results to FDEP.
- Submitted FDEP Certificate of Delivery to Customers – Lead & Copper

Waste Water Collection - Reuse

- Crews responded to thirteen trouble calls out west Breakaway/Hunters Ridge area and one in town.
- Televised and cleaned five sewer laterals.
- Root controlled one sewer lateral at 501 McIntosh Rd.
- Line cleaning crew cleaned 2,184' of sewer mains this week.
- Crew televised 2,576' of sewer mains.
- Replace five reuse valve boxes at Golfview Ln and Country Club Dr. for road resurfacing project this year.
- Rehabbed pep tank at 3 Meadow Ridge
- Repaired seven irrigation service lines in Hunters Ridge.
- Locate and mark sewer & irrigation valves in Hunters Ridge Sub.
- Cleaned reclaimed filter at Tomoka Oaks Golf Course.
- Checked irrigation system at Breakaway and Hunters Ridge.

Waste Water Treatment

- Domestic and Industrial Wastewater flow was 30.70 Million Gallons.
- Produced 16.01 Million Gallons of Reuse.
- Produced 14.70 Million Gallons of Surface Water Discharge.
- Influent flows average for week @ 4.39 MGD, plant designed for 6 MGD
- Hauled tons of sludge 145.40 (14%-18% Solids).
- 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

- Attended Health Fair.
- Replaced 7.5 hp pump and Motor at well 18SR (near Chelsea Place) with assistance from Streets Division with SR 40 lane closure.
- Pulled the #8 H.S.P. check valve apart, flapper stem worn, brought to machine shop for rebuild, replaced gasket, reinstalled upon completion.
- Worked on the 8" LPRO Membrane back wash plumbing.
- Replaced the polymer mix water feed line.
- Assisted operations with pumping out electrical vaults throughout plant.
- Procure 6" spool piece and Mega Flange for check valve replacement job on well 18SR.
- Performed PM's to Rima, Division, SR 40 and Hudson Well fields.
- Performed PM's to LPRO and Lime Softening Plant equipment.
- Performed Booster Station PM's.
- Performed Reuse pump station PM's and repairs.

Wastewater Plant – Lift Stations – Reuse System

- Assisted Collections Division with Rehab at 27 Lake Vista Way.
- Adjusted Chlorine chart recorder at Wastewater plant.
- Installed VFD at Sandy Oaks Liftstation pump #2.
- Repaired motor leads for Post Anoxic mixer at Wastewater plant.
- R.A.S. Pump #1 – adjust pump packing.
- Clarifier #2 – repair wash down line.
- 2 technicians attended FLYGT pump repair training class.
- Post Anoxic #2-2 – repair mounting hardware
- Attended Leaps Training.
- Deragg #1 influent pump, #2 and #3 still out of service.
- SCADA liftstation repair to 13 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.
- Cleaned shop and put away spare parts.
- Monthly PM's to 22 liftstations (cleaned and deodorized) also continuing with monthly valve exercise program.
- Annual PM's at 2 stations(Pull pumps, etc)
- Utilities Division completed 86 work orders as reported in MP2 computerized maintenance management system, of which 59 were PM work requests and 27 were repair work orders.