

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: September 6, 2013

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 staff meeting with directors
- One on one meetings with HR Director, Risk Manager, Fire Chief and Planning Director
- General budget discussion with Assistant City Manager and Finance Director
- Field trip to US1 corridor, photographed various locations

Spoke to, attended and/or met with:

- As requested, agenda review meetings with Commissioner Boehm and Commissioner Stowers
- Met individually with commission regarding airport tenant lease issue.
- Groundbreaking ceremony for Halifax Hospice
- Held Walking with the Manager, Neighborhood Improvement Division Manager Joanne Naumann was guest walker, toured Forest Hills subdivision
- In support of Florida Local Government Coalition's Local Works Day, departments in City Hall and various facilities throughout the city provided tours for citizens

Community Development

• Planning

- Staff attended the following meetings this week:
 - Met with Buddy LeCour and Parker Mitchenberg regarding the development of 875 Sterhaus Drive.
 - Met with Jeff Cloar regarding a land use and zoning change for property at 100 North Halifax for development of six single family detached units that involve condo ownership and a mandatory homeowner's association to maintain the private road and all common space outside of the building footprint of the unit.
 - Met with the property owner, Joe Carroll, of 33 Ocean Shore Boulevard. This property received a Special Exception for a Bed & Breakfast in 2008 but the Special Exception was null and void if a Business Tax Receipt was not obtained by November 5, 2010. The property owner never obtained a BTR and was cited for using the property as transient lodging which is not permitted in a residentially zoned neighborhood.
 - The city received an application for a Building Improvement Grant for property located at 194 East Granada Boulevard. The proposed design for the building is depicted below:



194 East Granada

- Building Inspections, Permitting & Licensing
 - Issued 80 permits with a total valuation of \$465,349.00
 - Conducted 271 inspections
 - Issued no new business tax receipts
- Development Review
 - There were no new applications discussed by the SPRC that were not reported previously in the weekly report.

Economic Development

Economic Development

Ormond Crossings

- The City Commission approved the second reading of the Ormond Crossings Master Development Plan on September 3. Staff met to discuss strategies for the construction of infrastructure to the Commerce Park portion of the project and a plan for opening up sites for business development. A meeting with Tomoka Holdings will be arranged to discuss the construction strategies.

Airport Business Park

- Staff completed its search with Emergency Communications Network to locate a suitable property for their headquarters relocation. ECN purchased the Reflections Building #1 and is planning a major \$1.25 million renovation to accommodate their 62 existing employees and approximately 30 additional employees over the next 3 years. The City's growth assistance funding approved by the City Commission on August 7 played a key part in ECN's plans to remain and grow their business in Ormond Beach. Staff will be monitoring the renovation and job creation initiatives as part of the growth assistance agreement.

Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County

- Staff meets with the Chamber's Economic Prosperity Committee on a monthly basis to discuss economic development initiatives. Staff is participating on the new Tourism Committee recently established for greater promotion of area hotels, city and other events during the year. A meeting of the promotional subcommittee and Jeff Hentz, President and CEO of the Daytona Beach Area Convention and Visitors Bureau, was held to discuss the creation of an Ormond Beach visitor recruitment brochure. The Chamber Committee met with Mr. Hentz and the HAAA Board to discuss funding of the

marketing brochure. Following the presentation of the funding request and period of Q&A, the HAAA Board decided to review the matter in more detail. The Chamber Tourism Committee met to discuss other funding options which will include sponsorship and advertising. Staff also met with the Chamber membership outreach program and is developing strategies to survey the businesses in the City. Staff is including the funding for the Tourism Guide as part of the Chamber's 2014 Service Contract request.

- Staff met with the members of the Main Street Economic Restructuring Committee to discuss potential development opportunities in the district.

Prospective Business Attraction/Retention/Expansion

- Staff continues to be in contact with the property owners and the real estate broker of the Food Lion, which is located along East Granada Boulevard, to discuss possible users of the property and any assistance the City can provide to attract a replacement grocery store at that location.
- Healthcare Billing Systems and Edge Physicians continue the redevelopment and reuse of the former furniture store next to Kalin Furniture for an office complex. The incentives have been approved by the City Commission. Florida Department of Economic Opportunity approved the Qualified Target Industry Tax Credit Agreement for Healthcare Billing Systems. Demolition of the interior of the building is completed and installation walls and windows and HVAC systems is underway. Final completion is expected in late summer 2013. A grand opening is planned in late September.
- Staff is working closely with SR Perrott to facilitate the construction of a 90,000 square foot distribution facility at their vacant North US 1 site. The growth assistance funding was approved at the September 3 City Commission meeting and plans are now under review by staff to move the project forward.
- Staff met with consulting engineers to discuss the reuse of the former Texaco station at Nova Road and Granada Boulevard. Further discussions are expected in the next week.
- Staff met the Volusia County Economic Development staff and the Regional Director of the Export-Import Bank (EX-IM Bank) to discuss trade related financial programs to assist Ormond Beach businesses. Staff transmitted the EX-IM Bank program guidelines to the businesses and will follow up with a possible webinar in the next few months.
- Staff met to discuss legislative priorities for 2014. A draft priority list will be presented to the Commission in September.

Airport Operation and Development

- The Automated Weather Observation System (AWOS) recently underwent service to address an intermittent data reporting malfunction. It has been determined that certain sensors and other components must be replaced in order to restore the system to full capability. Staff has requested quotes for the required components and installation services, to which one reply has so far been received.
- Staff has been advised that Airspace Study 2013-ASO-1172-NRA was coordinated by the FAA in late July of this year, and that a determination will normally be provided to the City within 90 days. This study is being conducted by the FAA as part of a proposed perimeter access road project in the Airport Sports Complex.
- Staff has communicated this week with all flight schools in the region and asked them to remind their instructors and student pilots of our voluntary noise abatement procedures, particularly those that request a 10 degree left turn upon departing Runway 8, and that turns east of the airport are executed over the marsh areas rather than residential areas.
- Staff has been advised by the FAA that new instrument approach procedures for the airport will be available on October 17, 2013.
- Staff met with Velie Appraisal Services who were hired by the Airport tenants to conduct a second appraisal of the land values at the airport. Staff expects the survey will be completed in mid-May. Should the 2 appraisals be within 10% of each other, then the difference in values would be averaged. Should the appraisal be more than 10%, a third appraiser would

be mutually selected to determine the land values, which would be the basis for the adjustments to the lease rates. Staff met with representatives of the Airport tenants to discuss the appraisal rates and has recently prepared rate proposals for the tenants' review. Upon tentative approval by the tenants, staff will be revising each of the leases for approval by the Commission.

Finance/Budget/Utility Billing Services

- On-going Projects
Preparation of the Truth in Millage Reports
- Completed Projects - Weekly
 - Processed 31 Journal Entry Batches (#4844 - 4910).
 - Approved 19 Purchase Requisitions totaling \$265,240.42.
 - Issued 15 Purchase Orders totaling \$79,426.92.
 - BID 2013-35, 2013 Traffic Signal Mast Arm Maintenance, Pre-Bid Meeting on August 29, at 10:00 am.
 - Prepared 142 Accounts Payable checks totaling \$792,818.99 and 32 Accounts Payable EFT payments totaling \$368,887.78.
 - Prepared 28 Payroll checks totaling \$27,726.37 and 327 Direct Deposits totaling \$386,641.08.
 - Transferred IRS 941 payment of \$147,840.71.
 - Processed 4,175 cash receipts totaling \$789,566.51.
 - Processed 889 utility bill payments through ACH totaling \$50,499.00.
 - Processed and issued 1,061 utility bills with billed consumption of water of 11,161k.
 - Issued 536 past due notices on utility accounts.
 - Auto-called 40 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - La Candelaria Performances of "El Quijote" (9/27 and 9/28)
 - REEL in the FUN (9/7)
 - New Britain Parking Lot (Closed for Sealing and Painting)
 - New Fall Programs for Special Populations
 - Festival Latino CANCELLED
 - John Anderson Drive Roadway Improvement Project (9/9/13)
 - Hand Avenue Paving (9/7/13)
 - Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Attended weekly staff meeting
 - Attended State of the City meetings
 - CodeRED message for John Anderson Drive Roadway Improvement Project
 - CodeRED message for Hand Avenue Paving
 - Completed Local Works Day Activities
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

Weekly Statistics

- Fires: 1
- Fire Alarms: 5
- Hazardous: 2
- EMS: 67
- Motor Vehicle Accidents: 7
- Public Assists: 40

TOTAL CALLS: 122

- Aid provided to other agencies: 14 calls – Daytona Beach (4), Volusia County (10)
- Total staff hours provided to other agencies: 8
- # of overlapping calls: 22
- # of personnel sent with EVAC to assist with patient care during hospital transport: 2
- Total EMS patients treated: 51

Training Hours

- | | |
|--|-----|
| • NFPA 1001: Firefighting Training | 19 |
| • NFPA 1002: Driver/Operator Training | 13 |
| • NFPA 1021: Fire Officer Training | 1 |
| • NFPA 1500: Safety/Equipment Training | 66 |
| • NFPA 1620: Pre-Fire Planning/Inspections | 3 |
| • NFPA 1410: Hose Evolutions | 6 |
| • EMT/Paramedic Training | 40 |
| • TOTAL TRAINING HOURS: | 148 |

Station Activities

- Updated 29 pre-fire plans
- Conducted 3 fire inspections
- Provided presentation on fire safety at Little Engine Academy on Nova Rd.

Operations

- Attended Volusia County Fire Chiefs monthly meeting.
- Assisted Finance Department with fixed asset audit of inventory at each fire station.

Human Resources

Staffing Update

- Approved/Active Recruitment
 - Leisure Services – Recreation Program Specialist was advertised 08-12-13 and will be recruited through 09-03-13 to coincide with the Florida Parks and Recreation Association (FRPA) conference. Twenty-one (21) applications were entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review.
 - Public Works/Streets – Maintenance Worker II was advertised on 08-07-23 with a closing date of 08-23-13. Thirty-one (31) applications were entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review.
 - Leisure Services/Nova Gym – Part Time Recreation Leader was advertised on 08-20-13 and will remain open until filled.
 - Police Department/CID – Administrative Assistant was advertised on the City web site and in-house on 08-28-13 with a closing date of 09-06-13.
- Screening/Interviews Scheduled
 - Public Works/Wastewater Collections/Reuse– Maintenance Worker IV was advertised in-house 03-13-13 with a closing date of 03-22-13. Twelve (12) applications were entered

on the applicant tracking sheet with qualifications, copied and forwarded to the department for review. Interviews were scheduled for 08-28-13.

- Background/Reference Checks
 - Police Department – Police Officer was advertised on the Florida Police Chief’s Association web site and on the City web site on 06-13-13 with a closing date of 06-28-13. Thirty (30) applications were entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review. Fifteen (15) candidates were interviewed on 08-14-13. Four candidates were interviewed by the Chief on 08-16-13 and 08-19-13. Conditional offers are being made to three candidates.
 - Leisure Services/Parks – Part Time Maintenance Worker II and a Seasonal Part Time Maintenance Worker II at the Andy Romano Park was advertised on 05-21-13 with a closing date of 06-04-13. No candidate was selected. Position was re-advertised on 07-23-13 with a closing date of 08-09-13. Twenty-seven (27) applications were entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review. Interviews were conducted on 08-22-13 and two candidates were selected. Conditional offers and pre-employment screenings are in progress.
 - A candidate has been selected to fill the Part Time Maintenance Worker II position at Andy Romano Beachfront Park pending pre-employment processing.
- Terminations/Resignations/Retirements
 - FY Attrition – M/E 8-31-13: 5.83% (excluding retirements).
 - Public Works/Utilities - Treatment Plant Operator “C” effective 09-13-13.
 - Police Department/C.I.D. – Crime Analyst effective 09-30-13

Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program July 2013 monthly report reflects savings of \$89,099.80 for City residents in the twenty-nine months that the program has been in effect in Ormond Beach. Over 2,273 residents have utilized the program during that time.

City Events/Employee Relations Update

- New Employee Orientation will be scheduled for late September. This program reviews employee responsibilities, benefits, City policies and other useful information in order to orient new employees on what it means to be working for the citizens of the City of Ormond Beach.
- Open Enrollment Benefit meetings have been scheduled for 09-18-13, 09-19-13 and 09-20-13. Meetings will be held in the City Commission Chambers.
- Employee Appreciation Day will be held on 10-23-13.
- A Blood Drive is planned for 11-18-13.

Training & Development Opportunities

- LEAPS: Diversity Training with Mark Toombs. HR has scheduled sixteen (16) workshops titled, “Creating and Maintaining an Inclusive Workplace” beginning 10-10-13 mandatory for all full time employees to attend.

Risk Management Projects

- Continue project planning for HIPAA.
- Work on final edit of Safety Manual.
- Continue research about Global Harmonization Schedule for hazardous chemicals in the workplace.
- Continue research lightning detection protocol for worker safety.
- Meet with SunTrust regarding lunch & learn topics.
- Prepare employees for deposition in liability case.

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Finance/Community Development – CRM system replacement - Contract is with the Legal Department for review.

- iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 28 New work - 56 completed - 43 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	43,049	Inbound E-Mails Blocked	30,754
Delivered Inbound E-Mails	12,189	Quarantined Messages	106
Percentage Good Email	28.3%	Virus E-Mails Blocked	23

- Notable Events:
 - None - Quiet holiday weekend.

- Geographical Information Systems (GIS)
 - Addressing Additions: 9 Changes: 7 Corrections: 0
 - Map/Information Requests: 21
 - Information Requests from External Organizations: 2
 - CIP Related Projects (pavement management, project tracking map): 0
 - Meter GPS locate and ID: 22,502 total, completed 15,556 (69.1%) potable 15,080, Irrigation 476
 - Notable Events: None.

Leisure Services

- Administration

Meetings attended/hosted:

 - Public Works weekly meeting.
 - City Manager weekly meeting.
 - City Commission meeting.
 - Asst. City Manager weekly meeting.
 - Movies on the Halifax
 - Park Visits.
 - Nova skate court project meeting
 - Florida Local Government 2013 Initiative Leisure Services Facility Tours
 - Athletic field maintenance staff meeting.
 - Andy Romano Beachfront Park visits.
 - Staff meeting held with Parks, Athletic Fields and Building Maintenance Foremen.
 - Met with janitorial contractor.
 - Met with landscape contractors for weekly updates.

- Athletics
 - The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1pm daily.
 - The City's Coed Softball League continued this week with eight teams signed up for the fall season. Each team will play a minimum of 16 games through the beginning of November. Games are held during the week in the evening, at either 6:20, 7:30, or 8:40pm.

- The Ormond Beach Golden Spikes continued practices for their upcoming fall season this week at the Nova fields.
- The Ormond Beach Soccer Club's competitive teams continued practices for their upcoming fall season and tournaments.
- Calvary Christian Academy Football will host another home game at the Sports Complex Championship Field #7 on Friday night at 7pm. This is the second of five home games. Last Friday was cancelled due to the opponent dropping its program.
- The Ormond Beach Pride Football Program will play at the Sports Complex Championship Field #7 on Saturday at 9am and play different age divisions throughout the day.
- The City Youth Flag Football Program started practices this week nightly at 5:30 and 7pm at the Sports Complex.
- The OBYBSA Lady Renegades hosted their fall tournament this Saturday and Sunday at the Sports Complex. Games were played from 8am-10pm.
- River Bend Academy Volleyball hosted their first ever home game at the Nova Gym on Tuesday night at 6pm.
- Athletic Field Maintenance
 - Mowed South Ormond softball outfield.
 - Cleaned tennis and basketball courts at South Ormond
 - Tendered to the infields, tennis and handball courts at Osceola
 - Mowed infields and outfields at Nova
 - Cleaned Skateboard Park
 - Cleaned hand ball and basketball courts at Nova
 - Cleaned tennis courts at Nova Park
 - Picked-up and dropped off equipment to Fleet on daily basis
 - Made fuel runs for equipment
 - Cleaned restroom, offices and lunch area of Maintenance Building
 - Continue mowing of baseball fields, three times a week
 - Continue mowing of the soccer fields, two times a week
 - Continue mowing of the softball fields, two times a week
 - Continue mowing, edging and trimming the T-Ball fields
 - Replaced sprinklers as necessary
 - Daily clean up of Limitless Playground by the softball Quad
 - Mowed football fields at Ormond Beach Middle School.
 - Cleaned all sports parks of debris/trash from the events over the weekend
 - Had competitive soccer leagues practicing Monday-Friday on fields 1-4, 9 and 10.
 - Adult co-ed league has started. They play Monday through Wednesday depending on the weather.
 - Getting Nova field ready for OB Golden Spikes practices and games.
 - Trying to find bad irrigation valve on the football field at the OBSC for repair.
 - Prepping fields for OBGS baseball clinics and All-Star practices.
 - Began spreading pre-emergent fertilizer on the fields at Nova Park.
 - Sprayed all fence lines with weed killer.
 - Finished turf removal on soccer field 5, 6, and 8. Sprayed and fertilized areas where turf was removed. Laser grading and new sod will be next.
 - Painted and prepped the football field for Seabreeze JV and Pop Warner teams for Wednesday and Saturday games.
 - Prepping softball, baseball and T-ball for upcoming fall seasons and/or tournaments.
 - Attended a turf class during the FRPA convention in Orlando.
- Senior Center
 - Granada Squares Dance was held on Tuesday from 6:30pm to 9:00pm

- Jimmy Dorsey Orchestra Then and Now met on Thursday from 7:00pm to 9:00pm
- Tomoka Duplicate Bridge was held on Saturday from 11:00am to 4:00pm
- Granada Squares Dance was held on Saturday from 6:00pm to 10:00pm

- Performing Arts Center
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Tuesday: Show Club held regular classes. CMT held regular classes.
 - Wednesday: Show Club held regular classes. CMT held regular classes.
 - Thursday: Show Club, Kopy Kats and CMT held regular classes.
 - Friday: CMT held regular classes.
 - The Performing Arts Center is preparing to host the following events:
 - Country Singer Bobby Meeks, September 8th, 2:00pm to 4:00pm
 - The Amazing World of Illusions VIII, September 14th, 7:00 p.m.

- South Ormond Neighborhood Center
 - Splash Pad (open at 10:00am)
 - Pride football on Wednesday (6:00pm until 8:00pm)
 - Fitness room open (center hours)
 - Open gym (center hours)
 - Roof repair (punch list meeting 9/05/13)
 - Jazzercise returned Wednesday 9/04/13 (5:45-7:00pm)
 - Local Works Day was held on Friday afternoon, and tours of the Center were given.

- Community Events
 - Weekly administrative tasks, office work, meetings and activities
 - Assisting with sponsorships and marketing for the 2013 Senior Games
 - Walk with the Manager, Friday, September 6th
 - Preparation of supplies and equipment for the "Reel in the Fun" Fishing Tournament scheduled for Saturday, September 6th, Bailey Riverbridge Park
 - Attended Home for the Holidays Committee meeting
 - Attended State of the City meeting
 - Attended events meeting with Recreation Manager
 - Provided four tents to Police Department

- Gymnastics
 - September classes are in session.
 - Local Works Day was held on Friday, and the public was invited to tour the Gymnastics Center.

- Nova Community Center and Special Populations
 - FitGyms conducted their personal training and tennis lessons.
 - Adult Jazzercise continued throughout the week.
 - 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, pickleball, ping pong, the game room and the exercise room.
 - Play Unplugged is again being offered for children ages 4-10 from 3:00-5:00pm every day. Each week different activities are planned including arts and crafts, obstacle courses, sports, and board games.
 - Ms. Debby's Dance and Acting classes started their 2013-2014 classes this week. Ms. Debby offers various classes for all ages throughout the week.
 - The Riverbend Volleyball team will host two home games on Tuesday and Thursday utilizing the Nova Community Center this week.

- SPARC will host a Sock Hop for people with special needs on Friday from 6:00-8:00pm.
- Local Works Day will take place from 1:00-5:00pm on Friday. Tours of the building will be given at various times.

- The Casements
 - Yoga classes were held Tuesday and Thursday in the Dance Room.
 - Pilates was held in the Dance Room on Tuesday, Wednesday, Thursday and Friday.
 - Tours continued Tuesday - Friday from 10am to 3:30pm and Saturday from 10-11:30am.
 - A wedding was held in Ames Park on Saturday.
 - A wedding was held in Rockefeller Gardens on Saturday.
 - The Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.
 - A wedding was held in Ormond Memorial Gardens on Sunday afternoon.
 - The Casements Camera Club hung their exhibit in the Gallery on Wednesday morning.
 - A wedding rehearsal was held in Ormond Memorial Gardens on Wednesday morning.
 - A wedding was held in Ormond Memorial Gardens on Thursday morning.
 - The Guild crafters met in Room 203 Thursday afternoon.
 - Tours of the building were given on Friday afternoon in conjunction with Local Works Day.
 - The Casements Camera Club exhibit opened on Friday evening.
 - Movies on the Halifax took place in Rockefeller Gardens on Friday evening.

- Parks Maintenance
 - Removed graffiti from bench at Andy Romano Beachfront Park
 - Removed rope swing from Joyce Ebbets pier
 - Installed top cap on memorial bench retaining wall at Birthplace of Speed Park
 - Removed graffiti from picnic table at Birthplace of Speed Park
 - Replaced six vandalized pickets on Joyce Ebbets pier
 - Transported surplus items from Nova Rec to Fleet Maintenance for auction
 - String trimmed weed growth around A/C units at the Police Department
 - Repaired surf rack at Andy Romano Beachfront Park
 - Emptied trash can at Joyce Ebbets pier
 - Removed graffiti from picnic table at Fortunato Park
 - Citywide safety inspections of parks and equipment
 - Weekly inspections of park facilities for reservations

- Building Maintenance
 - Weekly Inspection of Airfield Runway, Taxiway lighting and directional signage
 - Daily routine maintenance of City vehicles and equipment as necessary
 - Assisted with Facility Manager's relocation to Leisure Services Administration Office
 - Repaired water cooler at Sanchez Park restrooms
 - Continued City Hall conference room upgrades
 - Wire pulled for ice machine
 - Wire pulled for ceiling fans
 - Assembled and hung ceiling fans
 - Re-hung door to meet specifications for Building Inspector
 - Adjusted thermostats in Police Station in various areas
 - Adjusted debris basket at Splash Pad at SONC
 - City-owned fountain maintenance and water testing completed
 - Cut four keys for new door lock at Tennis Center
 - Replaced exit door lever at Tennis Center
 - Cleaned two ice machines
 - Repaired air freshener in training room at Public Works
 - Changed battery and solar panel on weather station at Airport Tower
 - Repaired insulation on VAV in the vault at City Hall

- Hung 8 x16 mural at SONC
- Rekeyed lock for office at PAC
- Assisted contractor with A/C replacement in Building B at the Senior Center
- Repaired shore power cord at Fire Station 91
- Repaired outside bathroom lights at SONC
- Reset all timers at The Casements
- Repaired breakers at The Casements
- Repaired street lights on Washington Street
- Repaired lights in the circuit room at Nova Gym
- Repaired street lights on Oleander PL
- Repaired lights at City Hall
- Repaired scoreboard at Quad 2 at Airport Sports
- Repaired retention fountain on Fleming
- Replaced chlorine feeder at splash pad at SONC
- Checked water heater at Senior Center
- Checked women's restroom for water leak at Public Works
- Weekly inspection of the water wheel and sump pumps at The Casements
- Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato, and City Hall
- Weekly inspection of Andy Romano and SONC splash pads
- Prepared maintenance invoices and receipts for City facilities

Police Department

Administrative Services

- Held/attended Police Department and City Manager Department Head staff meetings.
- First night of Ormond Beach Police Departments 29th Citizen Police Academy class.

Community Outreach

- OBPAL educational programs will resume in October. Tutors R Us will be held at the South Ormond Neighborhood Center and Science on Patrol will be held at Ormond Beach Elementary School.
- PAL staff worked on the upcoming PAL golf tournament, *Golfing for Youth*. The tournament will be held at River Bend Golf Course. Sponsorships, players and door prizes are being requested from area businesses and individuals

Community Services & Animal Control

- Animal Calls responded to: 59
- Animal Reports: 6
- Animal Bites: 2
- Animals to Halifax Humane Society: 10, all Cats
- Notice Of Violation issued: 1

Criminal Investigations

- Cases Assigned: 23
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 10
- Inactive: 8
- Fraud: 3
- Burglary Business: 1
- Burglary Residential: 5
- Larceny Car break: 5
- Grand Theft: 6
- Auto Theft: 1

- Offense Against Family/DCF Reports: 0
- Missing Persons: 1
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 1
- Assaults: 0

Narcotics

- Two Search Warrants
- Three Buy Walks
- Two Knock and Talks

Comments:

- Grand Theft: Investigators have identified a subject responsible for a grand theft that occurred at 225 Pine Cone Trail. Charges are pending.
- Bank Robbery: an unknown subject entered the SunTrust Bank located at 1470 W. Granada Blvd in Ormond Beach and preceded directly towards one of the bank tellers. The subject informed the bank's teller that the bank was being robbed. The subject did not display a weapon nor did he imply he had one. The subject left the bank with an undisclosed amount of money and possibly entered a silver vehicle. Just prior to this bank robbery Flagler County Sheriff's Office responded to an attempted bank robbery in their county with the same subject. Investigators are working on identifying the subject responsible.

Records

- Walk - Ins / Window 73
- Phone Calls 109
- Arrest / NTA'S 24
- Citations Issued 132
- Citations Entered 135
- Reports Generated 137
- Reports Entered 135
- Mail / Faxes / Request 56

Patrol

- Total Calls 1,689
- Total Traffic Stops 245

Operations

Crime Opportunity Report Forms handed out: 105

- 8/28/2013
 - Burglary (Residential), 11 Byron Ellinor Drive, two gold chains and misc medications taken.
 - Burglary (Residential), 236 South Beach Street, suspect entered the house, brought in takeout food from Appleby's, broke most of the glass items in the house, and started mini fires throughout same. Minimal damage to the structure caused by fires.
 - Battery-Domestic Violence, 420 Lakebridge Drive, #1103; suspect arrested for felony battery and possession of a controlled substance.
- 8/29/2013
 - Narcotics Arrest, (801 South Nova Road) Rockin' Ranch, trespasser arrested for possession of marijuana under 20 grams.
 - Narcotics Arrest, 400 block of Riverside Drive, routine traffic stop resulted in the arrest of a suspect for possession of marijuana under 20 grams.

- 8/30/2013
 - Warrant Arrest, 1614 North US1. suspect taken into custody.
 - Warrant Arrest, 689 Wellington Station Blvd. suspect taken into custody.
 - Stolen Vehicle, 1567 North US1 (Econo Inn). Vehicle taken. The victim is not sure at this point if his wife took the vehicle and left him there because of recent domestic issues.
 - Burglary (Residential), 4 Sandpoint Circle, entry made via back door. \$400 and Mac Book Pro among the items missing.
 - Burglary (Residential), 11 Sherwood Drive, forced entry to the residence.
 - DUI Arrest, West Granada Boulevard and I-95. Suspect also had a permanently revoked driver license.
 - Bank Robbery, 1470 West Granada Boulevard (Sun Trust), suspect took money. News release completed and circulated.
 - Warrant Arrest, 695 Flamingo Drive, suspect arrested.
 - Warrant Arrest, 420 Lakebridge Drive, suspect arrested.
- 8/31/2013
 - Battery-Domestic Violence, 19 North Yonge Street #80, suspect fled the scene prior to officer's arrival but was found hiding in the area and arrested. Also charged with violating a domestic violence injunction.
- 9/1/2013
 - Battery-Dating Violence, 1614 North US-1 #115, suspect arrested for battery on his girlfriend during an argument.
 - Traffic Arrest, Cardinal Drive and South A1A, suspect had numerous suspensions and revocations on his license.
 - Battery-Domestic Violence, 637 South A1A, suspect hit his live-in girlfriend and broke her cell phone so she could not call for assistance.
 - Warrant Arrest, South Yonge Street and West Granada Boulevard, suspect arrested on an open warrant.
 - Car burglary, 53 Rockefeller Drive, suspect, a juvenile male, was observed in the victim's vehicle and fled the scene on foot when confronted. The suspect was located at his home a short distance away and taken into custody. Suspect admitted to burglarizing the vehicle during a post arrest interview.
 - Shoplifting, 1521 West Granada Boulevard (Wal Mart), suspect detained by loss prevention for shoplifting and was subsequently arrested for retail theft.
- 9/2/2013
 - Car burglary, 1608 North US1 (Days Inn), two cars burglarized.
 - Warrant Arrest, Tymber Creek Road/State Road 40, suspect arrested on two warrants during a routine traffic stop.
 - Battery-Domestic Violence, 5 Birchwood Trail, live-in boyfriend and girlfriend's daughter involved in disturbance. Adult daughter spit on live-in boyfriend, which was witnessed by family members. Girlfriend's daughter was arrested.
 - Grand Theft (Firearm) - 126 Riverbeach Drive. Victim reported firearm stolen from residence sometime during the day. Victim supplied a possible suspect that was in his house earlier that same day (neighbor). Serial number entered into teletype.
- 9/3/2013
 - Car burglary, 461 South Nova Road. (Florida Health Care), two cars broken into during the afternoon

Traffic Unit

- 13-08-00565, DUI Crash, I-95 / SR 40. Vehicle made an illegal u-turn in front of another. At-fault driver determined to be impaired after investigation. He was also found to have a permanently revoked driver license for DUI. He was charged and arrested.
- Labor Day "Drive Sober or Get Pulled Over" initiative completed. 5 DUI arrests, 72 speeding citations issued, and 30 cited for driving on a suspended driver license.

- Laser speed enforcement initiatives conducted by Motors on the SR40 ICW Bridge. 34 citations, 1 arrest for DWLS and seized tag, 1 arrest for narcotics.
- Variable Message Board deployed on John Anderson Drive due to upcoming construction.
- Traffic Citations 90
- Parking Citations 0
- Crash - No Inj. 11
- Crash – Injury 3
- Crash – Fatal 1
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
 - Self-Initiated Enforcement Locations:
 - Granada ICW Bridge
 - Central Park Corridors
 - Division Avenue
 - Fleming Avenue
 - Hand Avenue Detour
 - Enforced Complaints:
 - John Anderson Drive
 - Clyde Morris Blvd.
 - Beach Street
 - Fleming Avenue

Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 4 Cases Initiated
- Zone 2: 8 Cases initiated
- Zone 3: 1 Cases initiated
- Zone 4: 5 Case initiated
- 21 signs have either been removed or sign cases created.
- 15 tree removal permit requests.
- Administrative staff assisted with fifty (50) telephonic inquiries.

Below are status updates by zone from the Neighborhood Improvement Division regarding inspections that have been requested through the City Manager's office. There has been no change in the following reports. All cases are still active.

Zone 1

- 1) 730 E. Lindenwood Circle – Notice of violation has been issued for recreational vehicle parking. The notice was issued to both the property owner and the tenant. This is a DARE trailer for the Daytona Beach Police Department. The police officer that resides there removed it once but it has since returned. The trailer has been removed and the case closed.
- 2) 740 E. Lindenwood Circle – This is a vacant property but not in foreclosure. The woman who owns the property has left it and moved in with her mother somewhere else in the neighborhood. An enclosed trailer is parked next to the house. A notice of violation has been issued to the owner of record at this address. There is not a violation of the site maintenance code at this time. The trailer has been removed and the case closed.

Zone 3

- 1) 118 N. St. Andrews - Received a call from an anonymous call regarding property maintenance concerns at this location. The bushes on the front of the property are overgrown, the caller saw a 'river rat' go into the bushes, dead trees are covering the streetlight and overall lack of maintenance of the property. The house does have someone residing in it. There was no violation observed at the time of the inspection.

Public Works

- **Engineering**

- **Construction Projects:**

- **Airport Rd. Forcemain Extension/Reclaimed Water Main Extension** – Contractor is procuring materials to construct the pressure release valve system on the reclaimed water inflow main at the Breakaway Trails tank site.
- **Tymber Creek Phase I** – The retaining wall was completed and stormdrain continues to be installed. The road widening design near Peruvian Lane has changed from a taper to full width in order to accommodate the Phase 2 widening project, which is currently unfunded. The partial completion of the SR40 to the box culvert/ bridge portion of the road widening is anticipated to occur in approximately one month, after which the lanes will be temporarily shifted to cross one half of the bridge, so that the remainder of the bridge can be completed.
- **John Anderson Drive** – A preconstruction meeting was held on August 27th, the contractor intends to start work on September 9th. A variable message board along with the notice through CodeRed will be used to inform the residents of the upcoming construction. Zev Cohen & Associates has scheduled a public meeting to provide detailed information on the upcoming work and inform the residents of their continued role as Public Information Coordinator throughout construction. The meeting is scheduled for September 12th at 6:00PM at The Casements.
- **Hand Avenue** – The contractor has completed installation of all underground infrastructures. Paving from Coolidge Avenue to Harbour Lights Drive will commence on Saturday September 7th. The contractor has constructed the lake interconnects and construction of the 3 pedestrian walkovers at the lake on the North and South side of Hand Avenue. The elliptical culvert across Hand Avenue was installed. In the areas that have been paved, we have installed 1-inch of paving and intend to come back once all phases are complete and install a second 1-inch lift on the entire length of the road. This will provide a final road with no joints which will enhance the final appearance and ride of the road. FDOT typically follows this procedure for State roads. For now there will be a 1-inch difference in the pavement elevation and the edge of curb which may result in some ponding in the areas of the storm inlets until the final asphalt lift is placed.
- **2-inch Water Main Replacement – Mainland** – Final site restoration continues on Old Barn Trail. The new watermain on Parque Dr was completed and pressure tested. Disinfection and testing are being performed for clearance application to the VCHD.
- **2-Inch Waterline Replacement – North Peninsula** - Clearance was received the week of August 26, 2013 from the Volusia County Public Health Unit for the water main installation on Essex. Work continues to progress on streets in Ormond by the Sea.
- **2-inch Water Main Replacement - South Peninsula** – The contractor has started work on Riverside Drive and Ivanhoe Drive and has finished pressure tests and Bacteriological testing for Cardinal Drive, Jamestown Drive, Stanford Road, and Princeton Avenue in order to allow final service connections to be made to the new main. A proposed schedule has been posted on the City's website and will be updated monthly.
- **Central Park Lake Interconnects** – The contractor has relocated the raw water main and has installed the elliptical culvert and will begin work on the retaining walls and boardwalk across the canal.
- **Cassen Fishing Pier and Guardrails Under Bridge** – Engineered structural drawings are being prepared to secure appropriate Building permits.
- **Wilmette Avenue Bypass Pump Station** - A pre-construction meeting for this project was held Friday, August 23, 2013; JD Weber is working with the suppliers to deliver the necessary elements; it is anticipated that delivery will occur in 10 – 12 weeks.
- **South Ormond Neighborhood Center**- Final project inspection is been scheduled.

- Downtown Underground Utilities Conversion - Work began on the project (Phase 1) the week of August 12, 2013; the contractor is continuing on work in Phase 1 of the project. A bi-weekly progress meeting is scheduled for 8/28/2013.
- FDOT A1A Left Turn Lane at Lynnhurst Drive - Masci began construction of the A1A left turn lane on July 19 with the construction scheduled for completion on September 30.
- OBSC Multi-Use Fields – Construction of the 2 multi-use fields began on August 15th with installation of silt fence and relocation of 5 gopher tortoises. Clearing to resume after Labor Day.
- 2013 Roadway Resurfacing - Milling and paving was completed on South St. Andrews Dr. Paving has begun on Arborvue Trail, Nature Trail, Lakebridge Drive and Hunters Run Circle and Hammock Lane.
- Downtown Median Landscaping – The contracts are currently being executed and construction is tentatively scheduled to start mid September.
- Franchise Utilities - Staff inspected FPL work along Parkside Dr and Brookside Dr and ATT work along N. Ridgewood, for avoidance of conflicts with existing City utilities.

Design Projects:

- Environmental Learning Center – Staff was informed that the ECHO grant cycle for this year will be postponed until next year to allow Volusia County to review the Grant process.
- Nova Community Park Skate Park Expansion – Staff is coordinating geotechnical testing at the proposed site for construction design requirements.
- Audible Pedestrian Signals – A final draft of the CEI Contract with PSI has been submitted to FDOT for their review. FDOT has prepared a LAP Supplemental Agreement (SA) based upon the actual construction bid prices. This SA will be scheduled for the Commission to approve at their September 17, 2013 meeting.
- Downtown Banner – The FDOT has issued the construction permit. Staff is soliciting construction proposals to install the decorative poles, foundations and span wires.
- City Welcome Sign – Staff continues to work to secure an easement with Jaffe Corporation.
- Beach Ramp Beautification – The revised plans have been sent to the County for their permit review.
- Riverside Drive Drainage Improvements – A meeting was held with Zev Cohen and Associates where their 30% plans were presented and discussed. Additional information is being gathered by City of Ormond Beach Public Works, and the consultant's surveyor, Sliger and Associates.
- CDBG Oleander Bus Stop – Staff is preparing finalized design plans with FDOT assistance.
- OBSC Roadway Improvements - The FAA is reviewing the proposed perimeter road. Project specifications are being completed. Final design is being adjusted based on recent geotechnical information and wetland impact permitting is in progress
- Fiber Optic Network Expansion – The contract to Piggyback the services bid by the City of Palm Coast for Fiber Optic installation and maintenance services to Danella Construction for the Phase 2 Fiber Optic project was approved by the City Commission on September 3, 2013. Contracts are now being executed.
- Revised FEMA Flood Insurance Rate Maps (FIRM) – The City has received copies of the Federal Emergency Management Agency's (FEMA) Letter of Final Determination for the update to the Flood Insurance Maps dated August 19, 2013. This letter finalizes the changes to the maps, establishes final flood elevations, and sets and effective date for the maps as February 19, 2014.
- Corrugated Metal Pipe Rehabilitation – The project has been advertised for competitive bidding.

Administration/Meetings/Customer Service/Other:

- Held weekly progress meeting for Hand Avenue Improvement project.
 - Magnolia Wall measurement (Weekly).
 - Residential SWMP Permits review and filing (Weekly).
 - Locate, Scan, Examine, Archive, and Prepare for Storage Non-digitized plans (on going).
 - Created work in the right-of-way permit per Teco Gas request.
 - Reviewed and created Wetland Protection Permit for 1774 John Anderson Dr.
 - Completed elevation shot survey along Oak Park Cir.
 - Researched and provided information relating to the manufacturers specs on the light poles along Nova Rd per Building Maintenance request.
 - Researched and provided information for the Riverview watermain crossing per Legal Div request.
 - Compiled the pump curve information for the various beachside lift stations per Water Div request.
 - Completed tree locate at 404 Oak Park Cir.
 - Completed the ongoing Gas and groundwater sampling at the Nova Landfill as required by DEP.
 - Researched and located drawings and documents and provided same to Risk Manager relating to the original construction of the Cassen Park Fishing Pier.
 - Tree Preservation - Investigated two locations of historic trees which are causing distress to the roadway and sidewalk. Staff is looking into roadway and sidewalk modifications to preserve the trees.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Asphalt repairs on Pineland Trl., and at Amsden & N. Halifax
 - Trimmed trees on SR40, from Moose Lodge, going west
 - Removed forms & barricades at 694 Flamingo Ave.
 - Cut & removed a broken sidewalk at Division & Roosevelt
 - Finished removing, digging out, and forming for concrete pour at Division & Roosevelt
 - (3) employees attended training for the operation of the skid steer at Fleet
 - Asphalted potholes on Pineland Trl.
 - Tree Crew
 - Trimmed & cleaned up at City yards and City Hall (including Corbin St. parking lot at school)
 - Trimmed at various bus stop benches
 - Maintenance and tree inspection citywide
 - Hauled debris to Nova/Transfer Station
 - Maintenance of tools at Public Works Saw Shop
 - Cleaned various ROW (Right-of-Way) locations
 - Removed a stump and cleaned up at Nova Recreation Hill
 - Trimmed trees in Northbrook subdivision, at 143 N. Ridgewood Ave., 734 Santa Ana Ave., at the corner of John Anderson Dr. & N. Halifax, at the corner of Live Oak & Ridgewood, and at 293 S. Washington
 - 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.
 - Daily maintenance of various vehicles in Public Works Yard
 - Printed daily work orders and distributed for job assignments

- Trimmed & edged sidewalks on SR40
- Trimmed trees in the Northbrook subdivision
- Assisted the asphalt crew with flagging traffic for the job on Amsden
- ROW (Right-of-Way) trimming at various citywide locations

Sign Shop

Repaired, replaced or installed signs at the following locations and other jobs:

- Various Locations, checked for signs that may need attention or replacing
- Sign Shop, fabricated signs for various jobs
- Sign Shop, entered & printed work orders for daily job assignments and checked out quotes for ordering materials
- A1A & Ormond Shores Dr., tackled anchor in asphalt & checked out a one-way sign
- Hand Ave., installed HIP (High Intensity Prismatic) street signs
- Sign Shop, trained employee

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Amsden Rd. – removed road for the Streets Div.
- Public Works Yard – rebagged sandbags
- Division Ave. – sprayed ponds
- Ormwood Dr. – installed a grate
- 891 N. Beach St. – removed fencing that was falling into the outfall
- Fleet – all employees attended skid steer training
- 280-290 Military Blvd. – inspected a washout

Vactor

- N. Beach St., Overbrook, Oak Park Cir., and various trouble spots – cleaned basins

Mowing

- Reachout Mowing – on US1, Division Ave. ponds, FDOT ponds, and on Wilmette Ave.

Street Sweeping/Streetsweeper

- 123.6 miles of road cleaned (This is for 4 days)
- 23.5 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week

24,576

PM Services completed for the week:

Emergency—Vehicles and Equipment

6

Non-Emergency Vehicles and Equipment

12

Road Calls for the week:

0

Quick Fleet Facts:

- Fleet has gallons of 15,461 unleaded and 7333 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,248 gallons of unleaded and 726 gallons of diesel.
- Fleet completed 55 work orders this week.

- Utilities

- Annual Chemical Bid & Procurement – Evaluation of bids is completed. Insurance changes by AirGas Specialty Corp. and Airgas Carbonic under review by Legal with Utilities staff recommendation provided. An award recommendation is prepared for the October 1st City Commission meeting.
- Concentrate Monitoring and Disinfection Upgrades – Received as-built drawings from consultant.
- Concentrate Piping Connection to Reuse Storage Tank – Consultant (QLH) revised plans and specifications to include staff comments. An estimate was requested to include with project specifications packet for City Commission review prior to advertisement.
- Division Avenue Well Field Raw Water Piping – Project kick off meeting to be scheduled. Data and fiber conduits will be added to the project.
- Cross Connection Control (CCC) Program Management Services - Draft Specifications are nearing completion.
- Dual Check Valve Assembly Installation and Procurement Services – Specifications are being prepared for backflow assembly purchase and installation in reuse service areas. Bids to be solicited next fiscal year.
- Airport Road Force Main/Reuse Main Project – Contractor is procuring materials to construct the pressure release valve system on the reclaimed water inflow main at the Breakaway Trails tank site.
- Laboratory Testing Services Contract – Contracts were sent to ALS Laboratories for execution. Certificate of insurance was received. A meeting with the lab was conducted to develop sampling pickup and delivery procedures. Typically, samples will be available for pick up at the wastewater plant by 8:00 AM.
- Mainland, North & South Peninsula area 2-inch Water Main Replacement Projects are underway. Plumber quotations for installation of the service lines from the house to the relocated meter for certain project areas are being solicited for realization of appropriate point of service configurations.
- North Peninsula Force Main Extension – Information on private lift stations connecting to the A-1-A force main is being researched to be provided to design engineer.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Influent PS Pump #3 start-up activities are delayed until the controller in the VFD can be replaced. Pump #1 motor was repaired but the VFD is inoperable. Arrangements are being made with Siemens to diagnose and repair the VFD. Notices of contract status sent to CenState (Contractor) and Western Surety Company (Bonding Company).
- Ormond Beach Wastewater Treatment Plant Expansion – Quotations are being obtained to install the actuators received with contract on the clarifier feed lines to the RAS building. Appropriate replacement valve quotations, compatible with the actuators are being solicited.
- John Anderson Drive Roadway Improvements – The contractor intends to start work on September 9th.
- Rima Wells Auxiliary Power Generator – Generator upgrades proposed to power 2 additional wells. Input/output information on the existing SCADA was given to the electrical engineer.
- Root Control Services – Sanitary Sewer Collection System – Root control is scheduled to begin on September 9th. Contractor began distributing notices on September 3rd.
- Saddler's Run Lift Station Rehabilitation – Work Authorization approved for design services by QLH & Assoc.
- Sanitary Sewer Pipeline Repair – Project is presently advertised for bid.
- SR 40 from Tymber Creek Road to Perrot Resurfacing – Awaiting construction commencement by FDOT Contractor.

- Town Square, 4M1, 9M and Wal-Mart Lift Station Rehabilitation – Awaiting contractor response to shop drawing comments. The notice to proceed will be issued on September 30, 2013.
- Tymber Creek Road Phase 1 Utility Relocation Project – Additional utility relocation may be required due to minor plans modifications by County but is not anticipated to increase relocation costs above the original budget for Phase 1 relocation due to other savings. Contractor is performing roadway and stormwater improvements north of the Little Tomoka River. Utilities staff supporting contractor activities as necessary.
- Water Storage Tank Cleaning and Inspection – The vendor is preparing a schedule for beginning the cleaning early next year.
- SPRC – Received meeting minutes for River Oaks Subdivision. Previous preconstruction minutes did not address reuse availability. Water permit applications are being reviewed by Volusia County Health Department for River Oaks Subdivision. Met with the design engineer to review comments for SR Perrott Distributors. Relocation of the gravity sanitary sewer main west of the existing utilities on US 1 was discussed. Reviewed Prince of Peace Social Services request for extension of the Wellington Station fire line. A public hydrant was recommended to cut costs. Design engineer will pursue this recommendation with Daytona Beach.
- Water Distribution
 - Exchanged 16 residential/commercial broken or unreadable water meters
 - Responded to and/or repaired 10 water service leaks
 - Installed 1 new water service/ meter
 - Replaced 9 water services due to age of piping and low pressure
 - Repaired/replaced 5 meter boxes
 - Responded to 2 discolored water complaints
 - Performed water meter testing on 4-2" commercial water services
 - Assisted 4 customers with misc. water issues (i.e. stiff valves, leaks in homes, etc.)
 - Performed maintenance on 5 City owned fire hydrants in the mainland base map B4 grid area.
 - Performed testing on 4 and installed 2 city owned backflow preventers.
 - Repaired a 2" water main break on Marsh Ridge Watch
 - Performed valve maintenance on 14 valves in water base map A3.
 - Assisted and instructed contractor with water service connections on Essex Drive associated with the N Peninsula 2" WM Replacement Project
 - Assisted customer with high pressure complaint
 - Utility locate service for Water/wastewater/reuse: received notice of 71 regular and 4 emergency utility locates for the previous week. Continued ongoing locating for Hand Ave. and Tymber Creek Rd projects. Continued 2" water main replacement project locates in the North & South Peninsula and Mainland areas.
 - Continued locate assistance with a directional boring company installing fiber optic conduit along US1 and the burying of overhead utilities on Granada Blvd and adjacent areas.
- Water Treatment
 - Delivered to the City 34.848 million gallons for the week ending Sept. 1, 2013 (4.978 MGD)
 - Backwashed 10 filters for a total of 462,000 gallons backwash water.
 - Produced and hauled 54 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.
 - Continued refinement of BAT and Shadow Crossings Reuse Fill/ Storage Systems and Operations for minimizing groundwater usage.
- Wastewater Collection – Reuse
 - Crews responded to four trouble calls Breakaway/Hunters Ridge PEP System service area and five in town.

- Replaced sod at 4 Marsh Ridge, 7 Silver Lake Way and 81 Fox Croft.
 - Installed new irrigation valve box, new back pep tank lid and new gasket on discharge side of pump.
 - Lutz and Angelo received ethics Training.
 - Repaired 18" force main valve at Wastewater Plant.
 - Crew televised drainage system at ARBP for Storm Water Div.
 - Replace reuse box at 112 Ocean Shore Blvd.
 - Cleaned 4" force main (1M lift station) - Fleming Ave./ Fred Gamble Way.
 - Cleared two 8" sewer mainline blockages over the weekend: Wilmette Ave & Lakebridge Dr., Fleming Ave & Nova Rd. all clear.
 - Located and raised clean out at 287 N. Beach St.
- Wastewater Treatment
 - Domestic and Industrial Wastewater flow was 29.51 Million Gallons.
 - Produced 21.22 Million Gallons of Reuse.
 - Produced 8.29 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.22 MGD, plant designed for 8 MGD.
 - Hauled tons of sludge 191.32 (14%-18% Solids).
 - Sampled for Chronic Bioassay.
 - Utilities Maintenance Division
 - Wastewater Plant – Lift Stations
 - Fermentation Submersible Mixer #10 – completed electrical connections – placed on line
 - Poly Blend #1 & #2 – weekly PM
 - Digester Blower #1, #2, & #3 – weekly PM
 - Clarifier #1, #2, #3 & #4 – weekly PM
 - Monthly PM at 6 Lift stations
 - Solid Waste Transfer Station stormwater lift station – customer complaint of high level – storm related – found no problem at station – all OK
 - Sludge Feed Pump #2 – installed repaired unit – all OK
 - 10M – replaced hardware at #1 riser stack pipe with new stainless steel hardware as needed
 - Arroyo Parkway – SCADA – high starts –Electrician checked control cabinet
 - 4M1 – SCADA – no starts pump #2 – cleared blockage at volute - reset motor starter – checked amp draw/nominal – all OK
 - Walmart – SCADA – no starts pump #1 – cleared blockage at volute - reset motor starter – checked amp draw/nominal – all OK
 - 6M – deragged 3 check valves – broke up blanket in wet well – all OK
 - Influent Room – deragged pumps as per Lead Operator
 - Influent Room – replaced charging motors @ transfer switch breakers – Eaton Sole Source
 - Post Anoxic Mixing Zone – found slight leak at fitting – replaced fitting – OK
 - Influent Room – engaged Influent Wetwell Bypass – assisted Collections Division as needed
 - Plant wide oil & grease route
 - Bar Screen #1 & 2 – weekly PM
 - 5M – grounds keeping – washed down wet well – cleaned floor & bathroom
 - Centrifuge #1 – high bearing temp. - Troubleshooting gearbox and bearings – working to correct
 - Carousel Blower #2 –reported fault – reset unit fault returned – control panel showing high temp. – requested contractor warranty assistance
 - 8P – Motor starter overloads tripping – starters show signs of age – have ordered new starters –replace upon delivery

- Effluent Flow Meter to Reuse Tanks – Intermittent meter inaccuracies noted – Meter tech has been called to resolve issue
- 44 work orders completed and closed for this section for this week

Water Plant - Well Fields - Booster Stations

- Turned input/output schedule to Steve Quina for project at 35R
 - Replaced breaker in Hypochlorite Generator #2 – all OK
 - Reuse Crom Tank #1 – Level transmitter not working correctly – Working to resolve problem
 - Reuse Jockey Pump tripped on overload – Found bad on-delay relay – Replaced relay – all OK
 - Meeting with Bob and Ned at Leeway & BAT Tanks & Rima Wellfield - 100 MEG antenna mounting locations – Obtaining quotes to run conduit
 - 38R not responding – reboot - PLC working – tested – all OK
 - Performed plant PM's
 - Standish – Amp test SCADA circuit for overloaded check – all OK
 - Tomoka Booster Station – Checked battery connections – all OK
 - Performed Wellfield PM's – mowed grass at 25H, 26H, 27H, and 28H
 - Replaced union on Chlorine Generator #2
 - 36R – wiring to pump burned up –removing wire for replacement
 - 11D and 15D check valves are bad – will replace with new valves
- Wastewater Collection/ Treatment/ Disposal Regulatory Activities
 - Waste Water Treatment Facility Permit: Received FDEP acknowledgment of receipt and modified Discharge Monitoring Report Sheets for expansion and LPRO concentrate monitoring.
 - Reclaimed Water Educational Program: Final approval has been given to the printer and the brochures should be distributed in the next two weeks to the City's reuse customers.
 - EPA DMR-QA: Staff delivered the results of the study to the State's EPA DMR coordinator. The study provides an evaluation of the laboratories utilized for the City's WWTP NPDES permit analysis.
 - Received request from Energizer for meeting to discuss future wastewater discharges from facility processes.
 - Water Supply/ Treatment and Distribution System Regulatory Activities
 - Cross Connection Control Program (CCC): Staff is updating scope of work and specifications for the City's future CCC program needs. The scope of work modified significantly from the previous service contract. The scope will be focused on optimizing overall program compliance in accordance with FDOH requested improvements of City program.
 - Pretreatment Effluent Pumping System (PEP) Brochures: Staff revising current PEP System brochure to reflect current policies and procedures.
 - Logistics Meeting with new Contract Laboratory: Staff is meeting with the City's new contract laboratory to discuss the logistics of a smooth transition. New lab services to begin October 1, 2013.
 - Utility employees registered for Florida Water Distribution Level 1 license coursework. The class is provided by the City of Daytona Beach.

Support Services/City Clerk

In addition to routine departmental activities such as public records requests, updating insurance information for City contracts, maintaining the City website, assisting staff with and maintaining the agenda automation system, records management, document imaging, proclamations, assisting citizens and directing calls at City Hall, handling phone requests/repairs, providing

research projects for citizens and staff; the following projects are underway or have been completed:

- City Clerk attended weekly City Manager Staff Meeting
- Staff attended and provided support for the September 3, 2013, City Commission Meeting
- Agenda packet preparation and creation for the September 12, 2013 Quality of Life Advisory Board
- Agenda packet preparation and creation for the September 17, 2013 City Commission Meeting

Status of Department Projects

- Audience Polling System
 - Project Status: Received product shipment from vendor and forwarded to IT for installation on appropriate system hardware

- Records Management System Upgrade
 - Project Status:
 - Continuing to identify potential issues with system upgrade to relay to vendor.
 - Architectural Administrative Training scheduled for next week