

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: October 4, 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:

- One on one meetings with City Attorney, HR Director, Fire Chief, and Planning Director
- Weekly staff meeting with Directors
- Reviewed State of the City video presentation
- Worked on Volusia Legislative Delegation presentation for the October 16 Delegation meeting
- Monthly meeting with Public Works operations staff
- General budget discussion with Assistant City Manager and Finance Director
- Worked on speaking engagement for CFOB dinner on October 9

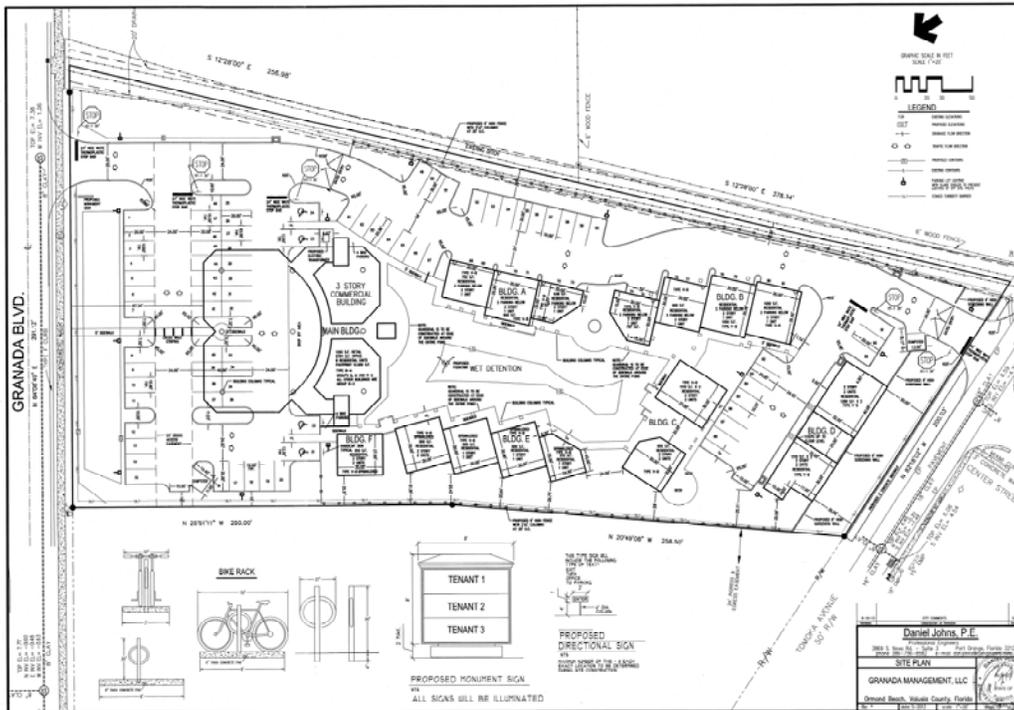
Spoke to, attended and/or met with:

- Volunteered at King of the Grill on Saturday, September 28
- Agenda review meetings with Commissioner Boehm and Commissioner Stowers
- City staff and I met with Janie Coleman and Dennis McGinnis, Waste Management representatives, regarding Waste Management agreement
- City Attorney, Planning Director and I met with Attorney Hood regarding the US1 interlocal service boundary agreement for annexation and interlocal agreement for planning
- Walk with the Manager, City Clerk Scott McKee was the guest walker

Community Development

- Planning Services
 - A neighborhood meeting has been established for the development of a mix use development by Dr. Gonzales at 550 West Granada Boulevard. The meeting is to be held at 500 West Granada Boulevard, Unit #5 on Friday, October 11, 2013 at 7 pm.

The conceptual plan is depicted below:



- The Planning Director along with the City Manager and City Attorney met with David Hood on the US1 Interlocal Service Boundary Agreement for annexation and the Interlocal Agreement for Planning (land use and zoning).
- Building Services
 - 81 permits issued with a valuation of \$1,075,337.00
 - 240 inspections performed.
 - 9 business tax receipts issued
- Development Services
 - The SPRC met however no new plan reviews not previously report upon occurred.

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. Discussions with Tomoka Holdings on construction of utilities and roadways into the Commerce Park are forthcoming.

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.

- Staff is working with a local manufacturing company to facilitate the development on the City's vacant property in the Airport Business Park. A conceptual plan is being designed to determine the feasibility of the project.

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

- The Chamber Tourism Committee met to discuss marketing brochure and the sponsorship and advertising plans. Funding for the Tourism Guide is part of the Chamber's 2014 Service contract.
- Staff met with the Team Volusia Economic Development Practitioners and a nationwide site selector and small business prospect to discuss economic development within Volusia County and each of the participating communities.
- Staff is working to complete the State of the City program scheduled for October 8.

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 of walls and windows and HVAC systems is underway. Final completion is expected in late October of 2013. A grand opening is planned in early November.
- 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 Florida Department of Transportation officials to discuss the gravity sewer line construction along North US 1.
- Staff met to discuss legislative priorities for 2014. The priority list was approved by the Commission on September 17 and the report for the Delegation meeting on October 16 in DeLand has been sent to Representative Hukill's office.

Airport Operation and Development

- Staff worked with Economy Electric to effect repairs to the airfield lighting control console. The original console, which is located in the air traffic control tower, was removed and replaced with a loaner unit from the manufacturer. Economy Electric bypassed connections to the console during the interim period so that the Pilot Controlled Lighting System would function to allow pilots to activate the lights remotely during the evening hours when the tower is closed.
- Staff participated in a meeting of the East Central Florida Metro Area CFASPP Steering Committee this week. The Continuing Florida Aviation Systems Planning Process (CFASPP) was established by the FAA and FDOT because of the need for a method to help maintain a viable state-wide aviation environment. A primary function of CFASPP is to help keep the Florida Aviation System Plan (FASP) in step with constant changes by updating the FASP periodically. CFASPP is a method used within Florida to continually monitor the aviation environment and determine the development requirements to best meet projected aviation demands. This process is a component of the Federal Aviation Administration Continuous Airport Systems Planning Process.
- Local air traffic control services continue unaffected by the current shutdown of parts of the federal government.

- Staff has again been advised by FDOT that state consideration of a Joint Participation Agreement request for the design engineering phase of the Taxiway Golf Construction and Airfield Electrical Improvements Project will be undertaken this week.
- Staff continues to work with AVCON, Inc. to develop a project to clear certain obstructions in the vicinity of the airport, as identified by the FAA. Preliminary cost estimates have been provided to FDOT for consideration of state funding for this project.
- 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 will 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 to 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

- Completed Projects - Weekly
 - Processed 31 Journal Entry Batches (#5273-5340).
 - Approved 60 Purchase Requisitions totaling \$1,793,492.27
 - Issued 17 Purchase Orders totaling \$786,327.76.
 - Bid 2013-35, 2013 Traffic Signal Mast Arm Maintenance, bid opening on 9/26/2013, three (3) submittals received.
 - Prepared 156 Accounts Payable checks totaling \$376,896.57 and 45 Accounts Payable EFT payments totaling \$956,069.66.
 - Prepared 29 Payroll checks totaling \$26,992.05 and 330 Direct Deposits totaling \$379,003.46.
 - Transferred IRS 941 payment of \$142,988.47.
 - Processed 4,585 cash receipts totaling \$678,518.99.
 - Processed 821 utility bill payments through ACH totaling \$52,403.38.
 - Processed and issued 3,903 utility bills with billed consumption of water of 10,017k.
 - Issued 430 past due notices on utility accounts.
 - Auto-called 99 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Water Distribution System Disinfection (10/7-10/28)
 - John Anderson Drive Construction Update
 - Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Continued working on State of the City presentation with the videographer and community partners and finalized worked with the printer for the Summary and Highlights brochure.
 - Attended Weekly Staff meeting.
 - Meeting with staff and Chamber regarding State of the City Luncheon.
 - CodeRED Message for Downtown Undergrounding

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

Weekly Statistics

- Fires: 0
- Fire Alarms: 4
- Hazardous: 1
- EMS: 63
- Motor Vehicle Accidents: 6
- Public Assists: 40

TOTAL CALLS: 114

- Aid provided to other agencies: 13 calls – Daytona Beach (4), Holly Hill (1), Volusia County (8)
- Total staff hours provided to other agencies: 10
- # of overlapping calls: 22
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 40

Training Hours

- | | |
|--|----|
| • NFPA 1001: Firefighting Training | 28 |
| • NFPA 1002: Driver/Operator Training | 16 |
| • NFPA 1021: Officer Training | 2 |
| • NFPA 1500: Safety/Equipment Training | 70 |
| • NFPA 1410: Hose Evolutions | 63 |
| • NFPA 1620: Pre-Fire Plan Inspections | 32 |
| • EMT/Paramedic Training | 29 |
| • TOTAL TRAINING HOURS: 240 | |

Station Activities

- Updated 39 pre-fire plans
- Conducted 4 fire inspections
- Conducted 14 fire hydrant inspections
- Provided fire station tour to group of children from Riverbend Academy.
- Provided a fire truck for display and educational materials for the public at the Chamber of Commerce event “King of the Grill” at Rockefeller Gardens.

Operations

- Attended Volusia County Fire Chief’s Association monthly meeting.
- Attended Volusia County Emergency Operations Coordinator meeting.

Human Resources

Staffing Update

- Job Requisitions
 - Leisure Services/PAC – Part time Custodian.
- Approved/Active Recruitment
 - Public Works/Utilities (Water) - Treatment Plant Operator “C” was advertised 09-22-13 on the City’s web site with a closing date of 10-11-13.
 - Police Department – Police Officer was advertised 09-22-13 on the Florida Police Chief’s web site and the City’s web site with a closing date of 10-18-13.

- Leisure Services/Community Events – Part time Community Events Technician was advertised 09-22-13 on the City's web site, Daytona State College, Embry Riddle University and Bethune Cookman College student job boards and will remain open until filled.
- Leisure Services/Gymnastics – Part time Recreation Leader was advertised 09-27-13 on the City's web site, Daytona State College, Embry Riddle University and Bethune Cookman College student job boards and will remain open until filled.
- Leisure Services/Gymnastics – Part time Assistant Gymnastics Instructor was advertised 09-27-13 on the City's web site, Daytona State College, Embry Riddle University and Bethune Cookman College student job boards and will remain open until filled.
- Leisure Services/P.A.C. – Part time Recreation Leader-Theater Tech was advertised 09-27-13 on the City's web site, Daytona State College, Embry Riddle University and Bethune Cookman College student job boards and will remain open until filled.
- Public Works/Utilities Wastewater – Maintenance Worker II was advertised 09-27-13 on the City's web site with a closing date of 10-11-13.
- Leisure Services/Athletic Fields Maintenance – Maintenance Worker II position was advertised 10-01-13 on the City's web site with a closing date of 10-11-13.

- Screening/Interviews Scheduled
 - Leisure Services/Nova Gym – Part Time Recreation Leader was advertised on 08-20-13 and will remain open until filled. Applications were entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review. Interviews are currently in progress.
 - 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. Interviews began on 09-30-13.

- Job Offers
 - A Maintenance Worker IV candidate has been selected to fill a position in Wastewater Collections/Reuse and will begin employment on 10-02-13.
 - Two new Police Officers started employment on 09-30-13.

- Promotions/Transfers
 - Police Department – Promotion of Corporal to Sergeant effective 10-06-13.
 - Police Department – Promotion of Officer to Corporal effective 10-06-13.
 - Police Department – Transfer of Officer to Administrative Assistant effective 09-30-13.

- Terminations/Resignations/Retirements
 - FY Attrition – M/E 9-30-13: 5.52% (excluding retirements).
 - Leisure Services/P.A.C.- Part time Recreation Leader effective 10-03-13.
 - Leisure Services/P.A.C. – Part time Custodian effective 10-11-13.
 - Fire Department – Fire Captain effective 10-11-13.

Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program August, 2013 monthly report reflects savings of \$89,649.79 for City residents in the twenty-nine months that the program has been in effect in Ormond Beach. Over 2,300 residents have utilized the program during that time.

City Events/Employee Relations Update

- New Employee Orientation has been scheduled for 10-25-13. 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 were held 09-18-13, 09-19-13 and 09-20-13 in the City Commission Chambers. Changes are being implemented.
- 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

- Work on final edit of Safety Manual.
- Continue research about Global Harmonization Schedule for hazardous chemicals in the workplace.
- Attend Mayor's Health & Fitness Team planning meeting.
- Attend WC deposition.
- Attend Leadership planning meeting.
- Planning for United Way campaign.
- Planning for Wellness Day.

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: - 27 New work - 33 completed - 42 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	45,530	Inbound E-Mails Blocked	32,916
Delivered Inbound E-Mails	12,517	Quarantined Messages	97
Percentage Good Email	27.5%	Virus E-Mails Blocked	120

- Notable Events:
 - None.

• Geographical Information Systems (GIS)

- Addressing Additions: 4 Changes: 4 Corrections: 0
- Map/Information Requests: 26
- Information Requests from External Organizations: 9
- CIP Related Projects (pavement management, project tracking map): 0
- Meter GPS locate and ID: 22,502 total, completed 16,425 (73.0%) potable 15,930, Irrigation 494, Effluent 1
- Notable Events: None.

Leisure Services

- Administration
 - Staff meeting with Recreation Manager and Coordinators
 - Assistant City Manager weekly meeting
 - City Manager weekly meeting
 - City Commission meeting
 - Park visits
 - Public Works meeting
 - Staff meeting with Recreation Manager and Facilities Maintenance Manager
 - Met with landscape contractors for weekly updates
 - Ballfield Maintenance team building meeting
 - Gymnastics Center meeting
 - Annual review for Austin Outdoors
 - Met with Fleet to discuss ways to increase efficiency
 - Lady Renegades meeting
 - FFA Service Project meeting
 - Movies on the Halifax

- 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 OBYBSA Recreational and Golden Spikes baseball/softball teams continued practices this week at the Nova fields and at the Wendelstedt Fields.
 - The Ormond Beach Soccer Club's recreational and competitive teams continued practices for their upcoming fall season and tournaments.
 - The OBSC Recreational Program continued their Saturday morning games.
 - The Pop Warner Football Program will play at the Sports Complex on Championship Field #7 on Saturday at 9am. They play different age divisions throughout the day.
 - The City Youth Flag Football Program continued games this week nightly at 5:45 and 6:45 at the Sports Complex on Quad #3 and the Kiwanis Baseball Field.
 - The OBYBSA Tee Ball Program started its first ever fall season with games on Thursday night at the Sports Complex.
 - Seabreeze High School JV Football played this week at the Sports Complex on Championship Field #7 at 6pm on Thursday night.
 - Calvary Christian Academy V Football played this week at the Sports Complex on Championship Field #7 at 7pm on Friday night.
 - Challenger Soccer continued this Tuesday at 5pm at the Sports Complex on Soccer Field #4. This program runs six weeks.
 - The City's Youth Volleyball Program is in week four at the Nova Community Park Gym. Days vary throughout the season, but are held at 5:30 for the novice group and 7pm for the experienced group. Currently 50 participants are signed up. This is a high for the fall season.
 - Upcoming Programs: Men's Winter Softball League, Girl's Basketball League, Basketball Training League (5-7), Adult Kickball League.

- Athletic Field Maintenance
 - Mowed South Ormond softball outfield
 - Went to South Ormond to clean tennis and basketball courts
 - Went to Osceola school to tend to the infields, tennis and handball courts
 - Nova Park - mowed infields and outfields

- Cleaned Skateboard Park
- Cleaned new handball 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
- Replacing 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
- Have competitive soccer leagues practicing Monday-Friday on fields 1-4, 9 and 10.
- Prepping for the coed league games. They play Monday-Wednesday.
- Getting Nova and Airport Complex fields ready for OB Golden Spikes and rec league practices and games.
- Painted and prepped the football field for Ormond Pride's Saturday games.
- Prepping softball, baseball, soccer and T-ball for upcoming fall seasons and/or tournaments.
- High school fall baseball league has started using fields 1-3. Tryng to keep field #1 a game field only.
- T-ball has begun practicing on Thursday nights on all four fields.
- Boys and girls rec. leagues are practicing and playing games on the Quads.
- Flag Football games have started using Quad #3 and baseball #4 outfields.
- Prepared fields for rec. soccer on Saturday.
- Fields were used Saturday and Sunday for competitive soccer.
- Painted three soccer fields at SONC for a Saturday league.
- Soccer field #1 being used for adult league on Sunday.
- Prepared fields at Osceola Elementary on Friday for a YMCA T-ball league on Saturday.

- Senior Center
 - Granada Squares Dancers met on Tuesday from 7:00pm 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
 - Chinmaya Church met on Sunday from 9am to 1pm.

- Performing Arts Center
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: Show Club, Kopy Kats and CMT held regular classes.
 - Tuesday: Show Club and CMT held regular classes.
 - Wednesday: Show Club and CMT held regular classes.
 - Thursday: Show Club and CMT held regular classes. Kopy Kats held on stage rehearsal.
 - Friday: CMT held regular classes.
 - The Performing Arts Center hosted the following events:
 - Champions of Choices, Thursday, October 3rd at 6:30 p.m.
 - The Performing Arts Center is prepared to host the following events:
 - Drug Free Athletes Coalition Florida State Naturals Bodybuilding Competition, Saturday, October 5th, 10:00am to 6:00pm

- South Ormond Neighborhood Center
 - Splash Pad open daily at 10am
 - Pride football Wednesday 6:00-8:00pm
 - Fitness room open center hours
 - Open gym center hours
 - Roof repair punch list
 - YMCA Soccer Monday/Friday 5:30-7:00pm
 - MLK Prayer Breakfast Planning Meeting Tuesday 6:00pm
 - Tile project and west side restroom renovation in progress

- Community Events
 - Weekly administrative tasks, office work, meetings and activities
 - Assisting with application processing for the 2013 Senior Games
 - Attended staff meeting
 - Attended event meeting
 - Attended Home for the Holidays Parade Committee meeting
 - Tasks and assignments for the "State of the City " Luncheon
 - Preliminary planning for the Employee Appreciation Day Luncheon, food and infrastructure
 - Walk with the Manager, Friday, October 4th, The Casements
 - Preliminary planning activities for the following upcoming events:
 - Veterans Day
 - Holiday Concert
 - Santa on the Go, Letters to Santa, Santa Calling
 - Home for the Holidays Parade
 - Breakfast with Santa

- Gymnastics
 - The October/November session began this week.
 - Students are working hard on their routines.
 - Attend weekly meetings to discuss Gymnastics Center Program improvements.
 - Registration is now open for the October/November session.

- Nova Community Center and Special Populations
 - FitGyms conducted their personal training and tennis lessons.
 - Adult Jazzercise continues 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 continue to meet at various times throughout the week.
 - Challenger Soccer, a soccer program for those with special needs, will continue to meet for practice on Tuesdays from 5:00-6:00pm until October 15.
 - Coed Youth Volleyball League will meet at various times throughout the week until November.
 - Riverbend Volleyball will host a home game in the Nova Community Center on Thursday from 5:30-7:30pm.

- The Casements
 - Yoga classes were held Tuesday in the Dance Room.
 - Pilates was held in the Dance Room on Tuesday, Wednesday, Thursday and Friday.
 - Tours continued Monday through Friday from 10am to 3:30pm and Saturday from 10-11:30am.
 - The Chamber's King of the Grill event was held in Rockefeller Gardens on Saturday.
 - The Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.
 - An art exhibit was hung in The Gallery on Monday afternoon.
 - The Guild held a Gala meeting in Room 203 on Wednesday morning.
 - The Ormond Beach Garden Club met in The Gallery on Wednesday morning.
 - Tours were given to the Garden Club on Wednesday morning and including the Centennial Gazebo.
 - A party was set up in Bailey Riverbridge on Thursday morning.
 - The Guild Crafters met in Room 203 Thursday afternoon.
 - Wedding photos were taken in Rockefeller Gardens on Thursday afternoon.
 - A party was held in Bailey Riverbridge on Friday afternoon.
 - Movies on the Halifax will be held in Rockefeller Gardens this evening.
 - An art exhibit opening reception will be held in The Gallery this evening.
 - A wedding rehearsal is scheduled for Ormond Memorial Gardens on Friday afternoon.

- Parks Maintenance
 - Installed dog waste station at Sanchez Park
 - Trimmed low hanging limbs by tire swing at the Magic Forest
 - Installed new park sign at Sanchez Park
 - Removed graffiti from mens' room at Cassen Park
 - Screwed down loose deck boards at Cassen Park
 - Removed storm debris from walkway on Division Avenue
 - Removed rope swing from Joyce Ebbets Pier
 - Pressure cleaned concrete sidewalks around restrooms at Riverbend Nature Park
 - Removed graffiti from mens' room at Central Park I
 - Citywide safety inspections of parks and equipment
 - Weekly inspections of park facilities for reservations
 - Call Out =0

- Building Maintenance
 - Weekly inspection of Airfield Runway, Taxiway lighting and directional signage
 - Daily routine maintenance of City vehicles and equipment as necessary
 - Replaced US flag at PAC
 - Escorted contractor to obtain professional opinion on repair to VAV in vault at City Hall
 - Addressed window unit filter button at Water Plant
 - Called Flair to get repair date on VFD drive cooling unit Water Plant
 - Cleaned A/C unit; Storm Water office.
 - Picked up sign from sign shop to install at WWTP gate
 - Addressed gutter and downspout concerns at Ames Home
 - Delivered and staged extra trash bins in conference center at City Hall
 - Eradicated slippery green mildew from steps at Ames Home
 - Check A/C system status at Bailey Riverbridge
 - Installed "Terms of Delivery" sign on entrance gate to WWTP
 - Repaired soap dispenser at City Attorney's Office
 - Repaired flapper at City Attorney's Office
 - Repaired trip lever on toilet tank at City Attorney's Office
 - Assisted with rodent patrol at SONC
 - Repaired ice machine at WTP
 - Found and repaired loose seat bottom at Commission Chambers

- Assisted contractor with air vent replacement R & R project on the 2nd floor at City Hall
- Repaired Portal #10 keypad at the Airport
- Replaced leaking soap dispenser in Public Works men's locker room
- Repaired Airport runway lights
- Troubleshoot Airport Tower Controller
- Removed old pump house at Central Park I
- Installed new electric service for fountain at Central Park I
- Checked power at Rockefeller Gardens for event
- Reset bathroom timers at Cassen Park
- Met tile contractor at SONC
- Installed shelving in inspector's office at City Hall
- Fixed lighting at City Hall
- Installed motion sensor at PAL House
- Cut water and sewer line at mobile home at Airport Sports complex
- 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

- Staff attended monthly Volusia/Flagler Police Chiefs meeting in Daytona Beach.
- Staff attended Police Department and City Manager/Department Head weekly staff meetings.
- Crime Analyst Debra Albert retired on Monday, September 30th after 37 years of dedicated service to the Ormond Beach Police Department and the citizens of Ormond Beach.

Community Outreach

- 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. Currently we have 8 teams and have raised over \$3,000 in sponsorships.
- The last fundraiser class with Platinum Health, Fitness and Yoga was held Saturday, September 28th. Approximately 20 people participated in the warm yoga class. Donations collected for the classes during the month of September will be donated to OBPAL. One YDC member and the YDC Coordinator attended the class.
- YDC youth held a meeting on Wednesday, October 2nd to review upcoming community services projects. Members of the YDC and PAL staff will be attending the October 26th Breast Cancer Walk at Jackie Robinson Field. Ms. Messersmith will be walking with the YDC youth as their guest survivor.
- Preparations continued for the start of the Tutors R Us program on October 7th and the Science on Patrol program on October 17th.

Community Services & Animal Control

- Animal Calls: 52
- Animal Reports: 8
- Animal Bites: 0
- Animals to Halifax Humane Society: 4 all Cats.
- Return to owner: 1
- Animal Licenses: 5
- Wildlife to Rehab: 3

Criminal Investigations

- Cases Assigned: 18

- Cases Cleared by Arrest/Complaint Affidavit: 4
- Cases Exceptionally Cleared: 7
- Inactive: 7
- Fraud: 3
- Burglary Business: 1
- Burglary Residential: 3
- Larceny Car break: 2
- Grand Theft: 8
- Auto Theft: 1
- Offense Against Family/DCF Reports: 0
- Missing Persons: 0
- Recovered Missing Persons: 2
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information: 0

Narcotics

- Three Search Warrant
- Two Buy Walks

Comments:

- Fraud: Investigators have identified two subjects who have been cashing fraudulent checks at the Publix in The Trails.
- Missing Juvenile: A missing juvenile that ran away back in June from the Calvary Church has been located in Orlando and returned to his foster care home. Three juveniles fled from the church while attending a church function. All three juveniles are in foster care and frequently run away. Two have been located and the third is still at large. None of the juveniles reside in Ormond Beach.
- Grand Theft: Stolen jewelry from a residence was located at a local pawn shop and the suspect has been identified as a family member.
- Grand Theft: A subject attempted to steal a lap top computer from Walmart and fled when approached by store security. Investigators reviewed the security video and recognized the suspect. Charges have been filed.

Records

- Walk - Ins / Window 98
- Phone Calls 112
- Arrest / NTA'S 31
- Citations Issued 117
- Citations Entered 142
- Reports Generated 127
- Reports Entered 126
- Mail / Faxes / Request 26

Patrol

- Total Calls 1,532
- Total Traffic Stops 226

Operations

Crime Opportunity Report Forms: 51

- 9/25/2013

- Traffic Arrest, West Granada Boulevard and Tymber Creek Road, subject arrested for driving on a revoked license.
- Warrant Arrest, 1 Thomas Street, suspect arrested.
- Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart), suspect arrested.
- DUI Arrest, 4 Fisherman's Circle, suspect arrested for DUI after being involved in a minor crash.
- Auto Theft, 100 Business Center Drive, dump trailer stolen from behind the business.
- Warrant Arrest, 26 Aston Circle, suspect arrested.
- Narcotics Arrest, 100 block of South Atlantic Avenue, started as a traffic stop. Further investigation found subject to be in possession of marijuana, grinder, scale, and baggies.
- 9/26/2013
 - Grand Theft, 235 Booth Road, rebar stolen from the construction site overnight.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart), suspect arrested.
- 9/27/2013
 - Battery-Domestic Violence, 92 University Circle, father and son working for a tree service got into a fight.
 - Burglary (Business), 298 Tomoka Avenue (City Water Plant), unknown subjects entered the area of the water plant. They tried to drive out a dump truck but could not get it turned around a corner and struck a concrete wall.
 - Grand Theft, 1474 West Granada Boulevard (Jersey Mike's Sub Shop), employee had money stolen from her while at work.
- 9/28/2013
 - Narcotics Arrest, 864 South Beach Street, officers responded to a suspicious vehicle. Found the driver asleep and during their investigation he admitted he had marijuana on him. Subject was arrested for possession under 20 grams.
 - Auto Theft (Recovery), 1 Thomas Street, vehicle recovered before it was reported stolen out of Daytona Beach.
 - Burglary (Residential), 1531 Oak Forest Drive, bicycle taken from an open garage.
 - Narcotics Arrest, Rosewood Avenue and North Yonge Street, traffic stop on a vehicle showed one of the vehicle occupants had approximately 1 gram of Heroin. Subject was arrested for possession of a controlled substance/narcotic.
 - Warrant Arrest, 208 Deer Lake Circle, suspect arrested.
 - Trespassing Arrest, 777 South Nova Road (Arena LAN Center), subject arrested for trespassing after warning.
 - Battery-Domestic Violence, 592 North Ridgewood Avenue, two elderly victims (male and female) reported that their adult son had been physically hitting/abusing them. Suspect adult son was arrested.
 - Grand Theft, 19 North Yonge Street #80, expensive jewelry and other misc items were stolen by a known suspect.
 - Disorderly Intoxication Arrest, 801 South Nova Road (Rockin' Ranch), employees called in reference to an intoxicated patron threatening them and causing a problem in the bar. Suspect was arrested upon officers' arrival on scene.
 - Narcotics Arrest, Tomoka Avenue and South Yonge Street, suspect arrested.
- 9/29/2013
 - Trespassers, 218 North Nova Road (CVS). Two males were issued Trespass Warnings a few days ago. They returned and both were arrested.
 - Carbreak, 1614 North U.S. 1 #138 (Motel 6). Known suspect entered victim's vehicle and took cash and wallet.
 - Burglary (Residential), 390 Flormond Avenue, lawn worker found a window and the back door to the residence open. Investigation revealed several thousand dollars worth of items taken.
 - Violation of Probation Arrest, 11 Oak Avenue, juvenile cut off his ankle monitor and was subsequently arrested for violation of his probation.

- Battery-Domestic Violence, 420 Lake Bridge Plaza Dr #103, suspect arrested.
- Aggravated Battery, 791 Marvin Road, domestic altercation involving a firearm. Suspect arrested.
- 9/30/2013
 - Carbreak, 555 West Granada Boulevard, victim had his window broken out and iPhone taken.
 - Grand Theft, 111 Colina Place, son stole father's laptop and pawned it.
 - Disorderly Intoxication Arrest, 1608 N US Hwy 1 (Scottish Inn), intoxicated subject knocked another male unconscious after threatening him with a knife that he had stolen from another motel patron's room. Suspect arrested.
- 10/1/2013
 - Battery-Domestic Violence, 142½ South Halifax Drive, spouse removed the other spouse's artificial leg then beat him it. Suspect arrested for DV battery.
 - Battery Arrest, 732 Orchard Avenue, suspect arrested for battery and resisting arrest after he ran from officers.

Traffic Unit

- Motorcycle Crash (Fatal), 1567 North U.S. 1 (Econo Lodge). Friday night, during a party at the motel, a subject decided to operate a sports bike that belonged to another person there. She drove recklessly around the parking lot, and eventually crashed into a dumpster/concrete dumpster housing at a high rate of speed. Not wearing a helmet, she sustained critical head injuries and succumbed to her injuries on Monday morning.
- Laser and radar speed enforcement conducted by Traffic Unit on Granada Bridge, Halifax Drive, and Riverside Drive due to complaints.
- Seat belt initiative for Seabreeze High School motorists in progress.
- Working with Streets Division for new sign installation on Hand Avenue.
- Stealth Stat survey complete on Riverside Drive (700 BLOCK). 5 days/18,000+ vehicles/Average Speed 34-35 MPH.
- Officer Borzner attending Instructor Techniques course.
- Traffic Citations 77
- Parking Citations 1
- Crash - No Inj. 15
- 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
 - John Anderson Dr detour
 - Arroyo Parkway
 - South Kings Road
 - Enforced Complaints:
 - John Anderson Drive
 - Clyde Morris Blvd.
 - Beach Street
 - Fleming Avenue
 - Riverside Drive

Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 10 Cases Initiated
- Zone 2: 5 Cases initiated

- Zone 3: 2 Cases initiated
- Zone 4: 1 Case initiated
- 36 signs have either been removed or sign cases created.
- 20 tree removal permit requests.
- Administrative staff assisted with one walk-in and fifty-two (52) telephonic inquiries.

Public Works

- Engineering

- Construction Projects:

- Airport Rd. Force Main Extension/ Reclaimed Water Main Extension – Project is complete
 - Tymber Creek Phase I – County and City staff met with contractor to coordinate remaining watermain shutdowns for utility offsets which are intended to take place over the next three weeks.
 - John Anderson Drive –Construction started September 16th from Dormont Drive to Standish Drive with the milling of the northbound lane in advance of installation of the new 16" Force Main. A road closure notice has been issued to that effect. Zev Cohen & Associates conducted 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 was held on September 12th at The Casements.
 - Hand Avenue – The contractor has completed installation of all underground infrastructure. Paving from Orchard St. to Harbour lights Drive occurred on Saturday September 14th. The contractor and engineer are working out the road crossing details at the culvert. Some modifications in the alignment/cross section were necessary to provide maximum clearance for the sidewalk due to encroachment from the required guardrail and handrail. 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 restoration is being completed on Parque Drive. Met with resident along S. Beach St regarding concerns of impacts to landscaping along road. Staff is considering alternatives to minimize or eliminate impacts to the vegetation. The watermain installation on Oleander Place was completely installed and pressure tested. Line pressure did not hold, so the contractor is working at isolating the minor leak loss which will need to be completed before the restoration of the site. Due to existing utility conflicts along Oleander Place, the new watermain was needed to be placed under the roadway, so the full street was milled due to the deteriorated condition of the asphalt which would not have yielded good results with a utility trench patch, so the street will be resurfaced when the utility work is completed.
 - 2-inch Waterline Replacement – North Peninsula - The contractor is currently pressure testing, chlorinating, and taking bacteriological samples of the mains installed for the Aqua Vista cul-de-sacs. Work is progressing on River Drive. Quotes have been received for the reconnection of the 27 residences that require meter relocation. Work continues to progress on streets in Ormond by the Sea.
 - 2-inch Water Main Replacement - South Peninsula – The contractor is working on Riverside Drive, Marvin Drive, and Ivanhoe Drive. Permit clearance was received for Cardinal Drive, Jamestown Drive, Stanford Road, and Princeton Avenue in order to allow final service connections to be made to the new main. Connections were being performed this week. A proposed schedule has been posted on the City's website and will be updated monthly.

- Central Park Lake Interconnects – The contractor is working on the retaining walls and boardwalk across the canal. The canal on the south side of the culvert was reshaped based on staff's initial inspection assessment that the canal was not wide enough.
- Cassen Fishing Pier and Guardrails Under Bridge – Engineered structural drawings have been completed for the guardrail foundations. The contractor is preparing the Building permit application for submittal.
- 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 closeout is in progress,
- Downtown Underground Utilities Conversion - The next bi-weekly progress meeting is scheduled for 10/9/2013. The contractor has completed installation of conduit for FPL and AT&T in Phase 1; layout surveying for Phase 2 is complete, the contractor began work in the Phase 2 area of the project the week of 9/16. FPL has completed their make ready activities; and is completing review of as-builts for the Phase 1 conduit. FPL did a pre-construction walkthrough with their contractor on Tuesday, October 1, 2013; it is anticipated that they will begin their Phase 1 work on Monday, October 7, 2013. Brighthouse and Level (3) have begun work; it is anticipated that the contractor for Sunesys will begin work the week of October 7, 2013.
- FDOT A1A Left Turn Lane at Lynnhurst Drive – The turn lane has been completed and contractor is working on punchlist items.
- OBSC Multi-Use Fields – The contractor is working to complete filling and rough grading both fields so the irrigation installation can commence.
- 2013 Roadway Resurfacing- The Hammock Ln and S. Orchard St intersection, along with Roble Ln, Jeanette Dr and Sandy Oaks Blvd was resurfaced.
- Downtown Median Landscaping – The existing grass has been removed and the contractor is installing the irrigation and electrical system.
- Franchise Utilities - FPL work for installation of a 6 inch underground line along Overbrook Drive and Northbrook Drive is complete. Installation of two power poles on the north side of Hand Ave and underground of 6 inch line to serve the newly constructed church has been completed.
- Audible Pedestrian Signals – The construction contract is currently in the signature process. The final draft of the CEI Contract with PSI has been approved by FDOT; the City Attorney's office is completing their review. FDOT has prepared a LAP Supplemental Agreement (SA) based upon the actual construction bid prices; this SA was approved by the City Commission at their September 17, 2013 meeting.
- Ormond Beach Municipal Airport Taxiway Project- Final As-Builts were prepared.

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 met with the skate park designer to discuss design concepts for the expansion. Staff is developing layout concepts for final consideration.
- Downtown Banner – The FDOT has issued the construction permit. Staff has issued a Purchase Order to purchase the decorative poles. Staff is soliciting three written quotation to install the banner poles and associated equipment.
- City Welcome Sign – Due to concerns over the easement needed at the proposed site, staff is reviewing alternative designs for locating the welcome sign within the FDOT median on SR40.
- 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 recently completed topographic survey which was needed along the proposed path of the proposed perimeter road has been incorporated into the design, which is being modified based on the new data. The FAA is reviewing the proposed perimeter road.
- Fiber Optic Network Expansion – The City has had preliminary discussions with FDOT regarding utilization of the District ITS fiber and permitting of the project. Conceptual plans were transmitted to FDOT on September 18, 2013 in request for a meeting
- Corrugated Metal Pipe Rehabilitation- Received bids. Bidder's qualifications are being reviewed.
- Airport Business Park Overhead Utilities Conversion/Hardening - Staff has directed FPL that the City wishes to proceed with the hardening project for the conversion of West Tower Circle, the FPL Engineer/project manager is finalizing the agreement and final invoice for placement on the November 5 City Commission meeting. FPL's lead time of 10 – 12 weeks would put construction in Mid February / Early March.
- Granada Medians (West of I-95) – Staff met with the FDOT to discuss the proposed project and review a proposed conceptual landscape plan. Staff is reviewing and modifying the plan based on the meeting comments.

Administration/Meetings/Customer Service/Other:

- Met with FDOT to discuss median plantings for I-95 west area.
 - 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).
 - Nova Landfill Closure- Reviewed consultants proposal for additional work requested by the FDEP in performing the landfill closure site assessment.
 - Capital Improvement Projects- Staff met to review upcoming capital improvement projects for the new fiscal year.
 - Researched and created separate sketch and legal descriptions for 550 Williamson Blvd (right of way and lot) per Planning Div request.
 - Created work in the right of way permit at the Division / S Ridgewood Intersection per AT&T request.
 - Created work in the right of way permit @ 1509 Oak Forest Dr per FPL request.
 - Created construction plan set for the West Granada Median Landscaping project also researched design speed and FDOT details for same.
 - Researched and provided digital construction drawings of the underpasses located at Cassen and Fortunato Parks per engineering consultant request.
 - Created PEP Tank standard detail drawing per Utilities Div request.
 - Completed the monthly groundwater and air sampling at Nova Landfill.
 - Researched and created address and phone number database and provided inspector on the John Anderson Project.
 - Created roof height drawing exhibit per Planning Div request.
- Environment Management
Street Maintenance
Asphalt / Concrete
 - Poured basin & spillway at Avenue Bonita & N. Beach St.

- Repaired a broken FDOT (Florida Department of Transportation) sidewalk on SR40, west of I-95
- Removed and replaced the broken FDOT sidewalks on SR40, west of I-95 and on SR40, west of Tymber Creek
- Removed and replaced asphalt on Timberline Trl.
- 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 citywide ROW (Right-of-Way) locations
- Trimmed trees on Avenue Bonita, and on Orchard St, between Wilmette & Lincoln
- Removed trees at 150 Standish Dr., at 26 Live Oak Ave., and at 124 Live Oak Ave.
- Removed dead wood from trees at Nova Recreation

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 at various ROW (Right-of-Way) locations
- DOT (Department of Transportation) weed control on Granada, A1A and US1
- Assisted Stormwater with demo on trailer and then hauled away from Airport Sports
- Fixed dips in the asphalt at 105 & 208 Timberline Trl.

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
- Sign Shop, on-going training of new employee
- Citywide, installed stop & speed limit signs, where needed
- Standish & Halifax, checked for installation of signs
- Hand Ave., installed HIP (High Intensity Prismatic) street names
- Central Florida Signs, picked up blanks for upcoming job

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Avenue Bonita & Beach St. – replaced concrete basin
- Zones 3 & 7 – basin cleaning
- Cumberland & N. Yonge – repaired basin
- N. Nova Pond - maintenance
- Lakebridge – sprayed pond

- Fleet Wash Rack – repaired basin
- Riverside Dr. – assisted Building Maintenance with the boat

Vactor

- Deer Moss – cleaned
- Fleet – maintenance & cleaned Vactor

Mowing

- Bush Hog Mowing – FDOT ponds and on SR40
- Reachout Mowing – on N. US1, on SR40, Arroyo Pkwy pond and ditch and at Santa Fe ditch

Street Sweeping/Streetsweeper

- 54.5 miles of road cleaned (This is for 2 days)
- 8.5 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week
26,035

PM Services completed for the week:

<u>Emergency—Vehicles and Equipment</u>	<u>Non-Emergency Vehicles and Equipment</u>
5	23

Road Calls for the week:

2

Quick Fleet Facts:

- Fleet has gallons of 13,714 unleaded and 10,711 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,304 gallons of unleaded and 1,456 gallons of diesel.
- Fleet completed 55 work orders this week.

- Utilities

- Annual W & WW Chemical Bid & Procurement – Contract award was approved at the October 1st City Commission meeting. Purchase orders to responsive vendors prepared and distributed.
- Carousel Grit Removal – Quotations were received and a purchase order was prepared for Lapin Services to perform tank cleaning in the amount of \$23,820. Workers compensation insurance meeting City standards remains as a procurement consideration.
- Concentrate Piping Connection to Reuse Storage Tank – A bid number was assigned and a bid date and time established. Plans and specs are prepared for eventual City Commission review.
- Division Avenue Well Field Raw Water Piping – Project is being designed by McKim and Creed. Inquiry received concerning pipe sizes proposed for construction with the Central Park Lakes Interconnect 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 issued final payment. Final invoice and quarterly report to SJRWMD being prepared for request for final reimbursement and closeout.

- Laboratory Testing Services Contract – Updated insurance was requested. Service began on October 1st.
- Mainland, North & South Peninsula 2-inch Water Main Replacement – North Peninsula: Plumber quotations obtained for installation of the service lines from the house to modified meter location (27 residences) to install devices at appropriate point of service locations. Insurance rating of B++ was approved by commission.
- 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. Fuses are ordered and the motor for Pump #3 is being checked prior to scheduling start-up.
- Ormond Beach Wastewater Treatment Plant Expansion – Quotes were obtained for the clarifier RAS valves replacement, compatible with existing actuators. A purchase order for parts and labor will be prepared.
- John Anderson Drive Project – Contractor is dewatering prior to beginning construction of the force main.
- Rima Wells Auxiliary Power Generator – Project is under design.
- Saddler's Run Lift Station Rehabilitation – Project under design by QLH.
- Sanitary Sewer Pipeline Repair – Bids received – tabulations prepared and bidders are being evaluated.
- 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 – Reviewed revised shop drawings and sent comments to contractor. Contractor and staff negotiating appropriate notice to proceed date.
- Tymber Creek Road Phase 1 Utility Relocation Project – An additional 16 inch main line valve was installed to minimize impacts of current and future shut downs on nearby development areas as a result of ongoing construction activities.
- Water Storage Tank Cleaning and Inspection – The vendor is preparing a schedule for beginning the cleaning early next year.
- SPRC - Energizer – Received permit applications for wastewater discharge from their process tanks. Several parameters exceed the City's currently authorized local limits and response to industry submittal was prepared and alternate pretreatment prior to discharge to City system was recommended. Wyndridge – Modification to the proposed site plan may be required to allow fire trucks to turn around on the site. SR Perrott– Met with Florida Department of Transportation to address their concerns about a potential conflict between the casing pipe for the jack and bore crossing and the existing water main on the west side of the street. 1550 Oceanshore Boulevard – Reviewed revised plans. 550 W. Granada Boulevard - Reviewed revised plans. River Oaks – Received revised plans for review.
- Water Distribution
 - Replaced 2 water services due to age of piping and low pressure
 - Repaired/replaced 13 meter boxes
 - Responded to or repaired 10 water service leaks
 - Repaired a 2" water main leak on Marvin Rd
 - Performed 14 new water service connections on Parque Ave. and Andalusia Ave. due to main replacement project
 - Responded to 8 low water pressure and 4 discolored water complaints
 - Performed listed activities on City owned backflow preventers: tested 13, repaired 1, installed 1
 - Assisted 3 customers with misc. water issues (i.e. stiff valves, leaks in homes, etc.)
 - Performed accuracy testing on 5 each - 2" commercial water meters at various locations
 - Performed valve maintenance on 25 valves due to scheduled preventative maintenance, water main leaks and scheduled shut downs.
 - Performed flushing in Talaquah, Tymber Crossings and Tymber Creek Rd

- Repaired the permanent flushing devices on Curved Creek Way and Ridge Dr
- Performed maintenance on 6 fire hydrants located in B5 grid of the water distribution system. Reset fire hydrant located in the Hull Road Sports Complex
- Performed a water main shut down for connection from new to existing water mains on Parque Dr. and Fleming Ave.
- Energized and flush the new water main on Andalusia Ave, shut down the existing 2" water main
- Moved water service and meter at 33 Sunrise Dr due to septic tank replacement
- Perform a water main shut down on Tymber Creek Rd for Masci Construction to install a valve on the 16" water main
- Replaced an inoperable valve attached to the Tymber Creek subdivision master water meter
- Rescinded the boil water for Jamestown Dr and Plaza Dr
- Utility locate service for Water/wastewater/reuse: received notice of 138 regular and 2 emergency utility locates for the previous week. Continued ongoing locating for Hand Ave & Tymber Creek Rd Projects. Continued 2" water main replacement project locates in the North Peninsula, south peninsula, and mainland areas.
- Continued locate assistance with the burying of overhead utilities on Granada Blvd and adjacent areas.
- Initiated locating for the John Anderson Dr utility project
- Water Treatment
 - Delivered to the City 33.699 million gallons for the week ending Sept. 29, 2013 (4.814 MGD)
 - Backwashed 10 filters for a total of 406,000 gallons backwash water.
 - Produced and hauled 40.5 wet tons of dewatered sludge.
 - Operated north & south plant generators for routine PM.
 - Sampled, tested and cleared one boiled water notice.
- Wastewater Collection – Reuse
 - Crews responded to eight trouble calls Breakaway/Hunters Ridge PEP System service area and three in town.
 - Televised two, cleaned seven, and root control four sewer laterals.
 - Installed clean out at 83 University Cir.
 - Cleaned 1,500' of 8" sewer main at 151 Domicilio Ave.
 - Disconnected sewer at 81 S. Washington St.
 - Repaired clean out at 270 Laws Lane and 423 Oak Park Cir.
 - Shut off reuse service at 479 Druid Cir
 - Repaired 1.5" low pressure sewer line at 29 Foxfords Chase.
 - Replace back pep tank lid at 36 Black Pine Way.
 - Installed new pep tank at 87 Westland Run.
 - Flushed seven two inch blow offs on beach side.
- Wastewater Treatment
 - Domestic and Industrial Wastewater flow was 30.61 Million Gallons.
 - Produced 17.40 Million Gallons of Reuse.
 - Produced 13.21 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.27 MGD, plant designed for 8 MGD.
 - Hauled tons of sludge 100.86 (14%-18% Solids).
- Utilities Maintenance Division
Wastewater Plant – Lift Stations
 - Clarifier #1 – broken re-use water pipe – repaired pipe – all ok

- Clarifier #2 – sensor arm loose and turned –removed blanket sensor from catwalk to make repairs to mounting brackets – all ok
- Forest Quest Lift Station – moved Generator from Pathways Elementary to support scheduled FPL outage.
- Operations Building – cleanout pipe broken – repaired as needed –all ok
- Chelsea Place – assisted WTP crew with crane truck for valve & meter repair at Well 18SR
- HH lift station – installed shutoff valve on old water line.
- SCADA monitor/response various lift stations this period: 8M1 no starts #1 – motor starter tripped – checked amp draw and reset – all ok; 12M – no run time on pump #2 but same number of starts as pump #1 – bad latching circuit on motor starter – repaired and tested all ok; 7M1 high level call – cleaned dirty probe – all ok.
- Influent Pump Room – deragged Pumps #1 & #2 as per lead operator
- Weekly PM's: Grit Snail; Poly Blends #1, #2; Digester Blowers #1, #2, #3; Clarifiers #1, #2, #3, #4; Bar Screens #1, #2;
- Semi-annual PM's; Carrousel Blower #1, #2
- Annual PM's; Clarifier #2
- Liftstation PM's: 20 monthly and 4 annual performed.
- Plant wide oil & grease route
- 60 work orders completed and closed for this section for this week
- 5 unscheduled plant & 5 unscheduled lift station repairs

Water Plant - Well Fields - Booster Stations

- Hypochlorite generator #2 – replaced union and strap at discharge line – ok
 - Well 18SR – installed new meter and check valve – all ok
 - Well 5D – notice of banging noise coming from building – well is being throttled by a gate valve - no repair at this time.
 - North and South holding pits – repaired damaged conduit and wiring to motor control stations caused by vandalism – tested all ok
 - State Park Booster Station – no control of station – found blown FPL jack called FPL for repair – all ok
 - Monthly PM's; Rima Ridge Wells #35, #36, #37, #38, Polymer pumps #1, #2, #3.
 - Fleet service – truck 376, generator E386
 - Performed various plant and well PM activities
- Wastewater Collection/ Treatment/ Disposal Regulatory Activities
 - Pretreatment Effluent Pumping System (PEP) Brochures: Staff revising current PEP System brochure to reflect current policies and procedures.
 - Industrial Pretreatment Program (IPP): The Utility received an Industrial Pretreatment permit application from Energizer. Their facility is requesting to discharge an additional waste stream to the City's sewer collection system. Utility staff is reviewing the application and drafting a response.
 - 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.
 - Hazardous Materials Training: Staff is obtaining training material for the revised OSHA Hazard Communication Standard which is being phased in over the next two years. Once the new materials are received, a training session of the new standards will be scheduled with affected staff.

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, 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 meeting with Assistant City Manager
- City Clerk attended weekly City Manager Staff Meeting
- Staff attended and provided support for the October 1, 2013, City Commission Meeting
- City Clerk attended "Walking with the Manager"

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.