

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: October 18, 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:

- Continued administering performance evaluations with directors
- Weekly staff meeting with directors
- One on one meetings with HR Director and Planning Director
- Employee of the Quarter committee meeting
- Met new police officer, Kenneth Long

Spoke to, attended and/or met with:

- On Sunday, flew to Palatka Kay Larkin Municipal Airport with Al Jorczak. We reviewed the facility, and discussed Ormond Airport tenants.
- Conference call with City staff and Enterprise Resource Systems
- City staff and I met with County staff regarding utilities on the north peninsula
- Volusia Legislative Delegation meeting in DeLand
- Dr. Edison Jackson, inaugural celebration as President for BC-U
- FCCMA Executive Committee conference call
- Alliance for Innovation meeting
- Spoke with Julia Truilo, MainStreet Executive Director, on various topics including public art, MainStreet beautification and bridge lighting.
- ICMA Task Force conference call
- City of Ormond Beach Claims Committee meeting

Community Development

- Planning Services
 - The Planning Director attended the Technical Coordinating Committee of the Volusia Transportation Planning Organization. Much of the meeting involved presentations on revising the TPO Priority Process Requirements for projects; Funding alternatives for the Alternative Analysis, the Intermodal Transit Station Study on ISB; presentation on FDOT's Landscaping Grants, and FDOT's review of the Federal Classification of Roads.
 - The Planning Director participated in a telephone conference call between the City Manager, City Attorney, Assistant City Manager, Finance Director, IT Manager and Bradley Gross, the hired consultant, who is to provide IT expertise for the two Request for Proposals related to the Electronic Plan Review Process Management and the citywide Enterprise Resource System RFP.
 - An award entry concerning the City's LID was completed and forwarded to FPZA in response to the 2013 Call for Entries.
 - Staff attended the neighborhood meeting on the development of 550 West Granada Boulevard for 30 units and commercial/office space. Thirteen people attended. The meeting was held outside on the sidewalk in front of Unit #5 of 500 West Granada

Boulevard because the unit was not energized. Issues expressed by the residents: entry onto Old Tomoka Road; two story homes not in character with single story homes on Old Tomoka; tree preservation; removal of dumpster location away from the residential area; and higher wall than 6 foot. Regarding access onto Old Tomoka Road, tree preservation and the dumpster relocation, these issues can be addressed to the satisfaction of the residents. The wall and two story configuration cannot. What was surprising was the lack of concerns regarding drainage and flooding. The property is a receiving area for surrounding drainage and it is located in a flood zone. The development will be required to perform compensatory storage on flood plain displacement while accommodating the run-off from the development and surrounding properties. It appears the garages of these units will be at 1 foot below flood level. While this is permitted, the units must be built to ensure all electrical work is above flooding. Also, staff intends to require that a note be placed on the plans and the Declaration and Covenants that the units have flood potential.

- Staff continues to work on an Itinerant Merchant proposal that is to be provided to Volusia County as part of the various agreements we are pursuing on North US 1. The latest provision has been circulated for review with comments received for evaluation.
- Main Street approved the colors (outstanding item on BIG Grant) for the Granada Plaza SC.

- Building Services
 - 81 permits issued with a valuation of \$7,478,891.00
 - 227 inspections performed.
 - 7 business tax receipts issued

- Development Services
 - No new SPRC activities not previously reported occurred this reporting period.

Economic Development

Economic Development

Ormond Crossings

- 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

- 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. 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 CEO Business Alliance staff to discuss business prospects and economic development programs to assist communities in recruitment strategies.

Prospective Business Attraction/Retention/Expansion

- Staff continues to be in contact with the property owners and the real estate broker of the Food Lion, 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. Final completion is expected in late October of 2013. Staff met with DuvaSawko management to discuss plans for a grand opening for 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 approved and construction has begun.

Airport Operation and Development

- The Aviation Advisory Board met this week on Monday, October 14th.
- Staff worked with FDOT this week to finalize a Joint Participation Agreement for the design engineering phase of the Taxiway "G" Construction and Airfield Electrical Improvements Project.
- Staff worked with the FAA Airports District Office in Orlando and the FAA Southern Region Office in Atlanta to compile, submit and process an updated airport diagram to reflect changes as a result of the Taxiway Alpha project.
- Staff worked with the FAA Airports District Office to finalize the financial closeout of the Taxiway Alpha project, with respect to federal grant funds.
- Staff participated in a meeting this week regarding a proposal to lease and develop a parcel in the southeast quadrant of the airport. Staff has also received a preliminary site plan for another proposed development in the southeast quadrant.
- Staff has prepared and submitted an agenda item for the November 5th Commission meeting regarding an application from Aerospace Holdings, LLC, for Category 8 FBO status at the airport.
- 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 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 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 53 Journal Entry Batches (#5406-5454) (113-191).
 - Approved 32 Purchase Requisitions totaling \$390,929.84
 - Issued 30 Purchase Orders totaling \$220,073.36.
 - Prepared 151 Accounts Payable checks totaling \$317,820.08 and 47 Accounts Payable EFT payments totaling \$1,273,913.13.
 - Prepared 29 Payroll checks totaling \$30,206.24 and 333 Direct Deposits totaling \$384,160.81.
 - Transferred IRS 941 payment of \$148,342.13.

- Processed 4,278 cash receipts totaling \$2,281,481.25.
- Processed 1,189 utility bill payments through ACH totaling \$85,796.95.
- Processed and issued 4,537 utility bills with billed consumption of water of 18,950k.
- Issued 1,127 past due notices on utility accounts.
- Auto-called 82 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Veterans Day Celebration (11/10)
 - Florida Licensing on Wheels (10/28)
 - OBYBA Boys Youth Basketball Registration (Through November 7)
 - FPL Tree Trimming
 - John Anderson Drive Road Closure
 - Child And Babysitting Safety Training (11/9)
 - Movies on the Halifax (11/1 "Hotel Transylvania")
 - Residential Structure Fire (471 Airport Road)
 - 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 post State of the City meeting.
 - Issued CodeRED notification for water main improvement project.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Attended meeting with City staff and ECHO staff regarding the City's Skatepark Expansion grant.

Fire Department

Weekly Statistics

- Fires: 1
 - Fire Alarms: 5
 - Hazardous: 2
 - EMS: 64
 - Motor Vehicle Accidents: 7
 - Public Assists: 48
- TOTAL CALLS: 127

- Aid provided to other agencies: 14 calls – Daytona Beach (2), Volusia County (12)
- Total staff hours provided to other agencies: 12
- # of overlapping calls: 20
- # of personnel sent with EVAC to assist with patient care during hospital transport: 2
- Total EMS patients treated: 53

Training Hours

- NFPA 1001: Firefighting Training 14
- NFPA 1002: Driver/Operator Training 1

- NFPA 1021: Officer Training 41
- NFPA 1500: Safety/Equipment Training 48
- NFPA 1410: Hose Evolutions 15
- NFPA 1620: Pre-Fire Plan Inspections 6
- EMT/Paramedic Training 23
- TOTAL TRAINING HOURS: 148

Station Activities

- Updated 20 pre-fire plans
- Conducted 4 fire inspections
- Conducted 49 fire hydrant inspections
- Visited 130 first graders at Pathways Elementary
- Participated in Tomoka Fall Festival at Tomoka Elementary
- Participated in the Fall Festival at Pine Trail Elementary
- Conducted the quarterly CPR and AED course to Ormond Beach residents

Significant Incidents

- 10/11/13, 7:07 AM: Nova Rd./W. Granada Blvd. – Car vs. Motorcycle Accident – Car pulled out into path of motorcycle causing t-bone type accident – motorcyclist transported as a trauma alert – two firefighter paramedics assisted with patient care during transport to hospital.
- 10/11/13, 7:10 AM: 281 Ocean Shore Blvd. – Car vs. Palm Tree – Upon arrival found vehicle with heavy damage to windshield and passenger side - vehicle resting between several trees – single occupant located in driver seat – patient transported as a trauma alert.

Human Resources

Staffing Update

- Job Requisitions
 - Leisure Services/PAC – Part time Custodian.
 - Leisure Services/Special Populations – Part time Therapeutic Aide
- 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 – 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.
- Background/Reference Checks
 - Leisure Services/Nova Gym – Part Time Recreation Leader, Britney Gillis has been selected and will begin pre-employment processing.
- Terminations/Resignations/Retirements
 - FY Attrition – M/E 8-31-13: 5.83% (excluding retirements).

Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program September, 2013 monthly report reflects savings of \$90,264.20 for City residents in the twenty-nine months that the program has been in effect in Ormond Beach. Over 2,326 residents have utilized the program during that time.

City Events/Employee Relations Update

- Employee Appreciation Day will be held on 10-23-13.
- New Employee Orientation is 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
- 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." 26% of our employees have attended training so far.

Risk Management Projects

- Work on final edit of Safety Manual.
- Continue research about Global Harmonization Schedule for hazardous chemicals in the workplace.
- Begin accepting registrations for Mayor's Health & Fitness Challenge event.
- Attend State Risk Management Conference.
- Coordinate Mayor's Mile.
- Planning for Wellness Day.

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Finance/Community Development – CRM system replacement - New RFP to be drafted.
 - iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 43 New work - 54 completed - 52 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	47,730	Inbound E-Mails Blocked	34,759
Delivered Inbound E-Mails	12,805	Quarantined Messages	166
Percentage Good Email	26.8%	Virus E-Mails Blocked	157

- Notable Events:
 - None.
- Geographical Information Systems (GIS)
 - Addressing Additions: 6 Changes: 0 Corrections: 0
 - Map/Information Requests: 18
 - Information Requests from External Organizations: 0
 - 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
 - Met with ECHO representative in DeLand re: Nova Skatepark Expansion
 - Supervisory staff meeting
 - Meeting between Director, Assistant Director, Athletics Supervisor & Facilities Maintenance Manager
 - Public Works meeting
 - City Manager weekly meeting
 - Facilities Maintenance/Parks Staff meeting
 - Weekly meeting with Assistant City Manager
 - Video Conference: CGI communication: League of Cities
 - VCRDA meeting in Daytona Beach
 - Gymnastics Center weekly meeting
 - Interviews Rec. Specialist position
 - Casements Centennial Gazebo Dedication
 - Submitted 3 nominations for Crown Communities Award: Romano Park; Project ROMP Magic Forest Renovation; Doug Wigley T-Ball Fields
 - Met with landscape contractors for weekly updates
 - Quarterly professional janitorial meeting
 - Weekly staff meeting with Assistant Director
 - One on one staff meetings
- 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 Pride Football Program had home games on Saturday at the Sports Complex on Championship Field #7 at 9am and 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 continued its first ever fall season with games on Thursday night at the Sports Complex.
- Challenger Soccer continued this Tuesday at 5pm at the Sports Complex on Soccer Field #4. This program runs through Oct. 22nd.
- The City's Youth Volleyball Program is in week #6 at the Nova Community Park Gym. They played this week on Tuesday and Wednesday at 5:30 for the novice group and 7pm for the experienced group. Currently 54 participants are signed up. This is a high for the fall season.
- The SHS Girl's and Boy's Soccer Program has started tryouts at the Sports Complex soccer fields. Practices will follow along with home games next month.
- SHS JV football has a home game Thursday night at 6pm at the Sports Complex on Championship Field #7.
- Upcoming Programs: Men's Winter Softball League, Girl's Basketball League, Basketball Training League (5-7), Adult Kickball League, OBYBA Boys Basketball Program.

- Athletic Field Maintenance
 - Mowed South Ormond softball outfield
 - Cleaned tennis and basketball courts at South Ormond
 - Tended to the infields, tennis and handball courts at Osceola Elementary School
 - 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 Tee-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 Pop Warner's games on Saturday.
 - Prepping softball, baseball, soccer and T-ball for fall season and/or tournaments.
 - High school fall baseball league has started using fields 1-3.
 - T-ball has begun practicing and playing 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.
 - The 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 Friday for a YMCA T-ball league on Saturday.
 - Finished spraying the Nova complex with pesticide and insecticide.
 - Hosted a USSSA baseball tournament at the Airport location over the weekend.

- Senior Center
 - Granada Squares Dancers met on Tuesday 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 is preparing to host the following events:
 - Civic Ballet of Volusia County and European School of Performing Arts Present Shanghai Festival Showcase, Sunday, October 20th, 4:00pm to 5:30pm, \$7 Adults, \$5 students.

- South Ormond Neighborhood Center
 - Splash Pad open daily at 10am
 - Pride football Tuesday/Wednesday 6:00-8:00pm
 - Fitness room open center hours
 - Open gym center hours
 - Jazzercise Monday and Wednesday 5:45-7:00pm
 - YMCA Soccer Monday/Friday 5:30-7:00pm
 - MLK Prayer Breakfast Planning Meeting Tuesday 6:00pm

- Community Events
 - Weekly administrative tasks, office work, meetings and activities
 - Preparing for Senior Games Event week, including the Kickoff Celebration, developing the printed program
 - Assisting with the planning of the Employee Appreciation Day Luncheon, food and infrastructure quotes gathered, shopping for give a way prizes
 - Attended Senior Games Committee meeting
 - Attended staff meeting
 - Attended holiday event(s) review meeting
 - Attended Tourism Committee meeting
 - 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 in progress.
 - Students are working hard on their routines.
 - Attend weekly meeting to discuss Gymnastics Center Program improvements.
 - Registration is now open for the October/November session.
 - Coordinator is working on building partnerships to build program offerings

- 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 at 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 22.
- Coed Youth Volleyball League will meet at various times throughout the week until November.
- The Halloween Party for those with special needs will take place on October 18 from 6:00-8:00pm. There will be dinner, music, games, and a costume contest.
- The Casements
 - Yoga classes were held Tuesday in the Dance Room.
 - Pilates was held in the Dance Room on Monday, Tuesday, and Wednesday.
 - Tours continued Monday through Friday from 10am to 3:30pm and Saturday 10 to 11:30am.
 - Cub Scout Pack 74 toured The Casements on Saturday morning.
 - A wedding ceremony and reception was held in Rockefeller Gardens and The Casements on Saturday afternoon.
 - A wedding ceremony was held at Ormond Memorial Gardens on Saturday afternoon.
 - The Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.
 - The Ormond Beach Garden Club met in Bailey Riverbridge on Monday morning.
 - A Guild Board meeting was held on Room 203 on Monday morning.
 - The Coordinator held a review of all holiday events on Monday afternoon.
 - Staff prepared for the Centennial Gazebo Dedication ceremony during the week including setting up for the event on Friday afternoon on the north lawn.
 - The Guild crafters met in Room 203 Thursday afternoon.
 - The Centennial Timeline was hung in The Dance Room on Friday morning.
 - A wedding rehearsal was held in Ames Park on Friday afternoon.
- Parks Maintenance
 - Cleaned up downed tree limbs at Central Park I
 - Repaired loose deck board at Central Park I
 - Removed graffiti from picnic table at Central Park II
 - Applied ant bait at various parks Citywide
 - Removed graffiti from picnic tables at Waldo O. Berry Park
 - Transported surplus items from Ames House to Fleet for auction
 - Repaired broken fence rail at Ames Park
 - Repaired timbers around work out station at Nova
 - Took flags to American Legion for proper disposal
 - Removed graffiti from men's room at Fortunato Park
 - Citywide safety inspections of parks and equipment
 - Weekly inspections of park facilities for reservations
 - Call Out = Stock restrooms at Cassen Park
 - Call out = Lower flags Citywide for National Firefighters Memorial Day.
- Building Maintenance
 - Weekly inspection of Airfield runway, Taxiway lighting and directional signage

- Daily routine maintenance of City vehicles and equipment as necessary
- 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
- Inspected damaged perimeter fence - called for repair Nova ball fields
- Checked out no A/C in Gym Nova Community Center
- Helped with demo at Wendelstedt building
- Helped with installation of supports for new garage door at Wendelstedt Building
- Raised US flags at Fleet, Public Works, PAC and City Hall
- Replaced US flags at Senior Center and Police Station
- Replaced two ceiling tiles, refurbished two light lenses at MacDonald House
- Changed air filters on gym unit Nova Community Center
- Assisted with service of large gym unit/repair motor starter at Nova
- Cleared fault on t-stat, restarted unit Operations Building Water Plant
- Worked on attractive asset list for truck 403
- Replaced US and FL flags at SONC
- Picked up materials at Lowe's for garage door trim at Wendelstedt Building
- Assisted with trim carpentry and weather-stripping at Wendelstedt Building
- Checked two A/C systems at The Casements, called contractor for repair
- Replaced threshold into gym at SONC
- Cut out and framed for new garage door at baseball Airport Sports
- Relocated outside light fixture at baseball building Airport Sports
- Met contractor for new garage door at Police Department
- Replaced two blinds at the Senior Center
- Replaced door threshold for new tile at SONC
- Repaired loose restroom door knobs at Public Works
- Installed a push pull plate at City Hall
- Repaired sign lights at the Police Department
- Repaired parking lot lights at City Hall
- Installed motion sensor at Fleet
- Repaired lights at reception at City Hall
- Replaced light head on S. Ridgewood Avenue
- Checked electric for special event at The Casements
- Met FPL and repaired lights at Bailey Riverbridge
- Installed new feature pump timer for splash pad at SONC
- Removed and returned Tarpon Fountain pump to manufacturer for repairs
- Repaired urinal at Andy Romano Beachfront Park
- Repaired toilet ladies room Osceola Elementary
- Checked drinking fountain drain at Riviera Park

Police Department

Administrative Services

- Staff members attended LEAPS training.
- Attended meeting with Fleet Manager regarding replacement of crime scene vehicle.
- Attended weekly Police Department and City Manager/Department Head staff meetings.
- Police Athletic League's October 19th Golf Tournament preparation.
- Operational planning for the 2013 Biketoberfest event.

Community Outreach

- YDC youth held a meeting on Wednesday, October 16th to review upcoming community services projects and to stuff goody bags for the upcoming *Golfing for Youth* Tournament.
- The Tutors R Us program continued at the South Ormond Neighborhood Center. Currently there are 20 youth registered for the tutoring program. The program will run six weeks.

Community Services & Animal Control

- Animal Calls: 60
- Animal Bites: 1
- Animal Reports: 5
- Animals to Halifax Humane: 5 (All dogs)
- Animal Licenses: 13
- Sick Wildlife: 1
- CSO Stephens attended Community Helper Day at Temple Beth El
- Shot Clinic : 40 Animals Vaccinated

Criminal Investigations

- Cases Assigned: 21
- Cases Cleared by Arrest/Complaint Affidavit: 6
- Cases Exceptionally Cleared: 9
- Inactive: 8
- Fraud: 3
- Burglary Business: 1
- Burglary Residential: 1
- Larceny Carbreak: 9
- Grand Theft: 4
- Auto Theft: 0
- Offense Against Family/DCF Reports: 0
- Missing Persons: 1
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Police Information: 1
- Vandalism: 1

Narcotics

- One Search Warrant
- Two Buy Walks
- Three Buy walk Attempts

Comments:

- Grand Theft: A \$3,000.00 ring was reported missing from a residence on Green Forest Dr. Investigators have identified a possible suspect from an extermination company.
- Grand Theft: The owners of Haynes Brothers Furniture store found that someone had entered a gated area at the rear of the business and dismantled six commercial air conditioner units for the coils. Investigators and evidence personnel processed the crime scene for latent prints. Investigators contacted local scrap yards and developed a possible suspect.

Crime Trends: N/A

Records

- Walk - Ins / Window 117
- Phone Calls 110
- Arrest / NTA'S 17
- Citations Issued 123
- Citations Entered 123
- Reports Generated 125
- Reports Entered 120
- Mail / Faxes / Request 16

Patrol

- Total Calls 1,603
- Total Traffic Stops 198

Operations

Crime Opportunity Report Forms: 55

- 10/09/2013
 - Carbreak, 1201 Overbrook Drive, the center storage area was broken but nothing taken.
 - Burglary (Business), 317 South Yonge Street (Haynes Furniture), someone entered the gated air conditioner area and stole about 150 lbs. in copper.
 - Battery - Domestic Violence, 753 Riverside Drive, primary aggressor went to the hospital; Complaint Affidavit completed.
- 10/10/2013
 - Carbreak, 92 Rosewood Avenue, generator taken out of the back of a truck.
 - Grand Theft, 51 South A.1.A. (Royal Floridian), guest left jewelry behind in a room. The staff was unable to locate it when she returned home and discovered it missing.
 - Carbreak, 1530 North Highway U.S.1 (McDonalds), victim's vehicle was entered while she was inside working. The suspect(s) also stole the tag off of the vehicle.
- 10/11/2013
 - Carbreak, 1058 North U.S. 1. Entry made to unsecured vehicle. Credit Cards taken.
 - Warrant Arrest, 277 Jefferson Street. 2 suspects arrested.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart), suspect arrested for stealing approx \$600 worth of merchandise.
 - Warrant Arrest, Arlington Way/South Atlantic Ave, suspect arrested for a Civil Arrest Order/Writ of Bodily Attachment after traffic stop.
 - Carbreak, 460 South Atlantic Ave (Sunoco), this was probably going to be an auto theft. Victim was at the pumps when a suspect suddenly appeared and entered his car. The victim had taken the keys out of the car.
 - Resisting Without Violence Arrest, 600 South Nova Road. (Prince of Peace Oktoberfest), assisted with two suspects who were arrested at the event.
- 10/12/2013
 - Carbreak, 122 University Circle, forced entry, window was smashed. Bag taken with iPad.
 - Carbreak, 960 North Halifax Drive, forced entry, window smashed. Camera, camera bag and \$500 in cash taken.
 - Carbreak, 252 Ellicott Drive, no forced entry however a firearm was reported stolen.
 - Burglary (Residential), 173 University Circle, entry made via an open garage door. iMac all-in-one computer and a microphone were taken.
 - Carbreak, 237 Ormwood Drive, happened sometime overnight, Global Positioning System was taken.
 - Battery-Domestic Violence, Loyola Drive/Harvard Drive, suspect (Mother) arrested for battery on her 15 year old daughter.
 - Warrant Arrest, 301 Division Ave #4, suspect arrested.

- Trespassing, 601 Division Avenue (Central Park Hammock), transient arrested after warning (previously trespassed from park).
- 10/13/2013
 - Warrant Arrest, 1102 West Granada Boulevard, suspect was arrested.
 - Battery-Domestic Violence, 30 Manderley Lane, suspect arrested.
 - Battery-Domestic Violence, 26 Soco Trail. Both parties arrested.
 - Battery-Domestic Violence, 530 South Center Street, suspect arrested.
- 10/14/2013
 - Grand Theft, 51 South A.1.A. (Royal Floridian), victim states their camera bag with \$1200 of camera equipment taken out of their room.
- 10/15/2013
 - Warrant Arrest, 460 Collins Street, subject arrested.
 - Warrant Arrest, 352 South Yonge Street, subject was arrested.

Traffic Unit

- Crash with Injury, 307 Division Avenue. Motorist was backing an enclosed utility trailer through the parking lot, while a pedestrian was walking through the lot behind it. The pedestrian was looking down at his phone, walking straight toward the trailer backing toward him. Several bystanders were trying to alert the pedestrian and the driver, but they continued toward each other. The trailer backed over the pedestrian. He was transported with non-life-threatening injuries. Both parties were found at fault.
- Motorcycle Crash (Fatal), Nova Road and Sterthaus Drive. Westbound passenger vehicle pulled out in front of a northbound motorcycle. Motorcycle crashed into the left-front of the passenger vehicle, forcing the motorcycle operator to the pavement. Motorcycle operator was later pronounced deceased at the hospital.
- Crash with Injury, 300 Block West Granada Boulevard. Motorist pulled out from the Winn-Dixie plaza and in front of a westbound vehicle on West Granada Boulevard. They crashed, sending one vehicle into the oncoming eastbound lane, crashing into an eastbound vehicle. Injuries were minor. At-fault driver cited.
- Variable Message Board deployed for Oktoberfest / Prince of Peace Church. Re-deployed to US 1 / Rosewood for Biketoberfest.
- Oktoberfest / Prince of Peace Church detail completed. High attendance this year with no major incidents. Two arrests of intoxicated subjects at closing Friday night.
- Stealth Stat conducted at 500 BLK Hammock Lane. 5 days / 2017 vehicles/ average speed 17.5 MPH / maximum speed 36 MPH.
- Working with Streets Division for new sign installation on Hand Avenue.
- Traffic Citations 92
- Parking Citations 0
- Crash - No Inj. 6
- Crash – Injury 2
- 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 Drive Detour
 - Arroyo Parkway
 - South Kings Road
 - Enforced Complaints:

- John Anderson Drive
- Clyde Morris Blvd. [12 UTC's issued in 35 MPH after complaint.]
- Beach Street
- Fleming Avenue
- Riverside Drive

Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 15 Cases Initiated
- Zone 2: 10 Cases initiated
- Zone 3: 11 Cases initiated
- Zone 4: 1 Case initiated
- 29 signs have either been removed or sign cases created.
- 11 tree removal permit requests.
- Administrative staff assisted with two walk-ins and forty-three (43) telephonic inquiries.

Public Works

- Engineering

- Construction Projects:

- Airport Rd. Force Main Extension/ Reclaimed Water Main Extension – Final project close out is in progress.
- Tymer Creek Phase I – Two watermain offsets were performed and two fire hydrants were installed.
- 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. The construction phase has now moved from Standish to Ocean Terrace to continue on the force main installation. 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's activities are focused on completing the road in the area of the new culvert crossing. The curbing and road base have been prepared for paving. Once the guardrail and sidewalk are installed the last section of road will be ready for paving. Final inspections of the stormwater system are in progress. 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 – Clearance application for the new watermain on Oleander Place was submitted to the VCHD. Site restoration was completed on Parque Dr. and Andalusia Ave. Work continues on installing new watermain west of S. Beach Street along Plaza Grande.
- 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; signed clearance forms for the first four cul-de-sacs were submitted to Volusia County Public Health Unit for their sign off. Work is progressing on River Drive.
- 2-inch Water Main Replacement - South Peninsula – The contractor has installed all new service connections on Riverside Drive Marvin Drive, Ivanhoe Drive, Cardinal Drive, Jamestown Drive, Stanford Road, and Princeton Avenue. Main installation is occurring

- on Magnolia Street and Pine Road. A proposed schedule has been posted on the City's website and will be updated monthly.
- Central Park Lake Interconnects – The contractor is completing the retaining walls and boardwalk across the canal. Roadwork is expected to start next week and Hammock Lane is expected to be opened at the end of the month. Work will then commence on the Division Avenue interconnect.
 - 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 - Zev Cohen and Associates is completing shop drawing review; 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- Contacted four vendors to acquire quotations for replacement of gymnasium folding bleachers.
 - Downtown Underground Utilities Conversion - The next bi-weekly progress meeting is scheduled for 10/23/2013. The contractor is continuing work with the installation of conduit in Phase 2; as-builts have been submitted for the conduit in Phase 1. FPL conducted a pre-construction walkthrough with their contractor on Tuesday, October 1, 2013; installation of primary transmission wires in installed conduit (Phase 1) began the week of October 7, 2013. FPL completed a walk through with the City, contractor, and surveyor to discuss layout of the conduit, transformers, and other features in Phase 3 on Tuesday, October 15, 2013. Brighthouse and Level (3) have begun work; the contractor for Sunesys began work the week of October 7, 2013.
 - OBSC Multi-Use Fields – The contractor is installing the irrigation system, final laser grading and preparing for Bermuda sod installation.
 - 2013 Roadway Resurfacing- Resurfacing was completed on the Hammock Ln and S. Orchard St intersection, Jeanette Dr, Sandy Oaks Blvd and Oleander Pl. Thermoplastic striping will be applied within 2 to 3 weeks for stop bars and cross walks.
 - Downtown Median Landscaping – The irrigation system is complete. The electrical infrastructure is 80% complete. The palm trees have been installed.
 - 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 contracts are currently in the signature process. The final draft of the CEI Contract with PSI has been received by the City and is being executed by the City.
 - 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 – City staff met with the County on Monday, October 14, to discuss changes to the park and scope of the project.
- 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 quotations 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 about 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- Bidder's manufactured product specifications and 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 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:

- 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).
- LEAPS- Attended diversity training course.
- City Roadways - Staff completed asphalt pavement condition inventory on 37 city streets and are approximately 85% with the citywide inventory.
- Created the sketch and legal description required for the proposed sanitary main at future SR Perrot distribution facility per Utilities Div request.
- Began the sketch and legal description for 275 Williamson Blvd annexation per planning Div request.
- Began the multiple sketch and legal descriptions required for 1999 W Granada and 33 Tymber Creek rezoning per Planning Dept request.
- Continued the creation of the construction plan set for the West Granada Median Landscaping project also researched design speed and FDOT details for same.
- Researched and provided information regarding the closing or vacation of the Corbin right of way located on the OBPD property per ATS surveying request for the Downtown Underground Utilities Project.
- Met with homeowner/contractor and engineer, discussed SWMP requirements and options for 587 N Beach St.
- Staked out proposed location for the Oleander bus stop.
- Completed monthly gas monitoring at Nova Landfill.
- Hand delivered construction notices for the 2" watermain projects.
- Researched and provided complete set of forcemain plans at the river crossing location per Wastewater Div request.
- Onsite visit to SONC to photograph the existing bleachers for replacement or repair.

- Environment Management

- Street Maintenance

- Asphalt / Concrete

- Poured concrete driveways on Deerlake Cir
- Assisted Tree Crew on Deerlake Cir
- Finished forming for concrete pour at entrance of Fleet Maintenance
- Repaired curb at Performing Arts Center
- Concrete patch on Oak Forest Dr
- LEAPS Training

- 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 at the Water Plant
- Removed tree on Parkside Dr
- Removed tree on Sherbourne Way
- Removed stump on Deerlake Cir
- Removed (2) stumps on Live Oak Ave

- 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) citywide locations
- Remove holiday flags
- LEAPS Training
- Park road repair at Sanchez Park and Nova Recreation
- Assisted concrete crew in driveway repair
- Assisted with right-of-way trimming

- 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 emergency park signs
- Installed Stop Signs and speed limit signs Citywide
- Corrected sign that had been fabricated elsewhere
- On-going training of new employee

- Stormwater Maintenance

- Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Various Locations – sprayed ponds & cleaned basins
- Sprayed pond at Water Plant

- Transported boat to Casements Park
- Responded to clogged lines on Seminole Ave, Ormond Pkwy, and S Halifax Dr

Vactor

- Pipe repair on E Lindenwood Cir and Kimberly Dr.

Mowing

- Bush Hog Mowing – on SR40, west
- Weed eating – Water Plant retention pond
- Reachout Mowing – on SR40, west

Street Sweeping/Streetsweeper

- 116.6 miles of road cleaned (This is for 3.5 days)
- 26.5 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week
24,476

PM Services completed for the week:

Emergency—Vehicles and Equipment
0

Non-Emergency Vehicles and Equipment
11

Road Calls for the week:

1

Quick Fleet Facts:

- Fleet has gallons of 8,596.6 unleaded and 8,781.3 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,702.4 gallons of unleaded and 970.7 gallons of diesel.
- Fleet completed 38 work orders this week.

- Utilities

- Carousel Grit Removal – Quotations were received. Lowest proposer, Lapin Services, unable to provide workers' compensation insurance meeting City standards. Pursuing 2nd lowest proposer for accomplishment of work – pending vendor insurance and registration submittals.
- Concentrate Piping Connection to Reuse Storage Tank – A bid number was assigned and a bid date and time established. A disposition memo was 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 - Specifications incorporating draft comments were prepared.
- 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 – Final invoice & quarterly report sent to SJRWMD requesting final reimbursement and closeout.
- Mainland, North & South Peninsula 2-inch Water Main Replacement – North Peninsula: Water Distribution staff continuing support for new meter installation along with coordination and scheduling of necessary outages.

- 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 awaiting authorization for check/ repair by motor shop.
- 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 – Monthly construction meeting was held. Revisions to piping at Lift Station 6P were discussed.
- Rima Wells Auxiliary Power Generator – Project is under design. Consultant visited the site to determine SCADA design requirements.
- Saddler's Run Lift Station Rehabilitation – Project under design by QLH.
- Sanitary Sewer Pipeline Repair – Liner material proposed by lowest bidder was determined to be acceptable. A commission memo is being prepared recommending award of the project to LMR Construction, Inc.
- 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 – Contractor notified that shop drawings were acceptable. Contractor and staff negotiating appropriate notice to proceed date.
- Tymber Creek Road Phase 1 Utility Relocation Project – A potential conflict between the force main and the proposed storm sewer was discovered at the Breakaway Trails entrance. An on-site meeting was conducted for further investigation.
- Water Storage Tank Cleaning and Inspection – The vendor is preparing a schedule for beginning the cleaning early next year.
- SPRC - SR Perrott– Prepared and forwarded draft easement and legal description to adjacent property to support sanitary sewer installation. Wastewater Collection System and Water Distribution System permits were issued. Dunn's Attic – Backflow Certifications were received. River Oaks – Wastewater Permit Application was processed by City and picked up by design engineer. Irrigation plans for reuse were received for review. Sunrise Cove – Revised plans for the force main connection on A-1-A were received.
- Met with Volusia County staff to discuss recent North Peninsula Utilities Corporation potential wastewater certificated area expansion proposal.

- Water Distribution
 - Replaced 7 water services due to age of piping and low pressure
 - Repaired/replaced 3 meter boxes
 - Replaced 13 Broken/unreadable water meters
 - Installed 9 new water service connections
 - Connected 6 new water services on Riverside Dr - 2" water main replacement project
 - Responded to or repaired 12 water service leaks
 - Disconnected 1 water service due to demolition
 - Responded to 5 low water pressure and 2 discolored water complaints
 - Performed testing on 2 city owned backflow preventers
 - Assisted 2 customers with misc. water issues (i.e. stiff valves, leaks, etc.)
 - Performed accuracy testing, 3" water meters Ormond-in-the-Pines facility
 - Water Main Repairs: 3-2" GSP at Falls Lake Ct, Chrysanthemum Dr, and at the corner of Fairland Dr and Tymber Creek Rd, 2-6" mains at 1404 Oak Forest Dr & 271 McIntosh Ave, 8" water main 1838 John Anderson Dr.
 - Performed valve maintenance on 10 valves due to water main leaks.
 - Performed flushing in following subdivisions: Hidden Hills, North & South 40, Crossings, Coquina Point, The Falls, Chelsea Place, Aberdeen, Trails, Talaquah, Tomoka Oaks, Spring Meadows, Ormond Lakes, Forest Quest, Deer Creek, Briargate, US1, Southern

Pines, Tymber Crossings, Saddlers Run, Broadwater, Creekside, Pine Trails, Ormond Green.

- Assisted Masci Construction with moving the water service to facilitate the installation of a 16" force main at John Anderson Dr and Dormont Dr
- Delivered Thad Construction water service/ meter parts for River Dr install
- Rescinded the boil water for John Anderson Dr/Seabreeze Dr
- Utility locate service for Water/wastewater/reuse: received 150 regular/ 4 emergency locate requests for previous week. Ongoing location services: Tymber Creek Rd, John Anderson Dr, and 2" GIP Water Main Replacement Projects: North & South Peninsula and mainland areas.
- Continued locate assistance with the burying of overhead utilities on Granada Blvd and adjacent areas.

- Water Treatment
 - Delivered to the City 35.748 million gallons for the week ending Oct. 13, 2013 (5.107 MGD)
 - Backwashed 12 filters for a total of 609,000 gallons backwash water.
 - Produced and hauled 54 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 two trouble calls Breakaway/Hunters Ridge PEP System service area and three in town.
 - Televised four, cleaned ten and root control six sewer laterals.
 - Replaced reuse service valve at 420 John Anderson Dr.
 - Disconnected sewer service at 30 S. Yonge St.
 - Assisted water crew with vactor equipment for main breaks at 1460 John Anderson Dr. and on Airport Rd.
 - Assisted Sports Complex crew by televising 2" irrigation line with lateral camera for valve location.
 - Installed new pep tanks at 18 Black Hickory Way and 21 Fox Field Look.

- Wastewater Treatment
 - Domestic and Industrial Wastewater flow was 31.36 Million Gallons.
 - Produced 17.95 Million Gallons of Reuse.
 - Produced 13.41 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.48 MGD, plant designed for 8 MGD.
 - Hauled tons of sludge 117.24 (14%-18% Solids).

- Utilities Maintenance Division
Wastewater Plant – Lift Stations
 - Digester Blower #3 – discovered bad front bearing during PM – removed blower and shipped to vendor for repair.
 - Influent Bypass Pump – assisted collections with breakdown and storage of pump and piping material.
 - Chlorine Residual Meter – relocated pump as per operators request for backup pumping.
 - SCADA monitor/ response various lift stations this period: 8M3 high run times noted pump #2 – monitored drawdown time and amps – drawdown appeared slow – continuing to monitor with SCADA; Breakaway Trails – PLC locked up - rebooted
 - Influent Pump Room – deragged Pumps #1 as per lead operator
 - Carrousel #1, #2 – replaced NOX meters.
 - Main MCC Room Generator Transfer Switch – Sq D Reps on site to troubleshoot 86 lockout relay and transfer issues – simulated utility failure system functioned properly –

- awaiting report from Stewart's Electric – ground fault and high fuel alarms noted on generator control panel – Generator WARF issued to Fleet maintenance – will keep updated.
- Breakaway Trails Reuse Facility – disconnected and removed pumps and motors from old Digester 5 system. Area to be used for storage.
 - Weekly PM's: Grit Snail; Poly Blends #1, #2; Digester Blowers #1, #2, #3; Clarifiers #1, #2, #3, #4; Bar Screens #1, #2;
 - Monthly PM's: Carrousel #1S, #1N, #2S, #2N; Sand Filters #1, #2, #3; Poly Blend #1; R.A.S.Pumps#1, #2, #3, #4, #5; W.A.S. #1, #2; Effluent Transfer Pumps #1,#2.
 - Quarterly PM's: Screw Pump #1.
 - Semiannual PM's; Centrifuges #1, #2.
 - Lift station PM's: 30 monthly performed to include monthly generator checks at 5 stations.
 - Plant wide oil & grease route
 - 82 work orders completed and closed for this section for this week
 - 4 unscheduled plant repairs / 2 unscheduled lift station repairs

Water Plant - Well Fields - Booster Stations

- Performing small assets logging and inventory
 - Installed hitch locks on generator trailers as instructed by OBPB.
 - Installed new sump pump in sulfuric acid containment area
 - Replaced sample port west side of plant
 - Pressure washed sand filter tank
 - Walk down with Economy Electric for Plant lighting upgrades and repairs.
 - Walk down of Plant with security camera contractor.
 - Sludge Thickener – researched control cabinet wiring to prepare for removal of unnecessary circuits.
 - Shadow Crossing Reuse - monitored pumps – getting information to add alarm points to pump VFD's – getting quotes to rebuild Fire pump and certify Fire pump control panel.
 - Well 35H – meter malfunction – clay valve closed – opened valve – all ok.
 - Plant – pressure washed blended water line east side of plant.
 - Weekly PM's – cones.
 - Monthly PM's – wells #22, #23, #24.
- 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 prepared draft response to application and analysis.
 - Attended Industrial Pretreatment certification training seminar.
 - 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.

- City Public Water System Inspection Report: Volusia County Health Department Environmental Specialist Leonard Erdman performed the semi-annual inspection of the City's Water Treatment Plant (WTP) on October 11, 2013. The report, received on October 13th, noted six deficiencies. Five of the deficiencies deal with physical corrections or logbook entries within the WTP. These corrections are being implemented immediately. And the sixth requires the Utility to increase the backflow prevention device testing compliance on all of the commercial accounts. The Utility's current compliance rate is 72%. Staff is discussing the appropriate course of action based on current ordinance guidance.

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 meeting with Assistant City Manager
- City Clerk attended weekly City Manager Staff Meeting
- Staff attended and provided support for the October 15, 2013, City Commission Meeting
- Agenda packet preparation and creation for the November 5, 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.