

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: November 1, 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.

Reviewed and prepared with staff as follows:

- Completed preparing and administering annual performance evaluations with directors
- Planning meeting with staff for VLC dinner

Spoke to, attended and/or met with:

- Rotary meeting
- United Way board meeting
- Held Walking with the Manager at Airport Business Park with Economic Development Director Joe Mannarino as Guest Walker
- Chamber of Commerce board meeting
- Monthly meeting with OB Chamber Executive Director Ric Fraser
- Halloween party at South Ormond Neighborhood Center
- FCCMA District II training on "Crisis Management: The Sanford Experience"
- Palm Cost BAC Business Expo and awards luncheon
- Doug Thomas regarding meeting locations for the Wendelstedt Umpire School

Community Development

- Planning Services
 - The VTPO sponsored a workshop on the classification of roads based upon the Federal Classification System. Functional classification is the grouping of highways, roads and streets by the character of service they provide and was developed for transportation planning purposes. Basic to this process is the recognition that individual routes do not serve travel independently in any major way. Rather, most travel involves movement through a network of roads. Comprehensive transportation planning, an integral part of total economic and social development, uses functional classification to determine how travel can be channelized within the network in a logical and efficient manner. Functional classification defines the part that any particular route should play in serving the flow of trips through a highway network.

FDOT has the primary responsibility for developing and updating a statewide highway functional classification in rural and urban areas to determine functional usage of the existing roads and streets. FDOT is to cooperate with city officials, or appropriate federal agency in the case of areas under federal jurisdiction, in developing and updating the functional classification. The results of the functional classification is to be mapped and submitted to FHWA for approval and when approved serve as the official record for Federal-aid highways and the basis for designation of the National Highway System. The importance of the Federal Classification System to the city is that it permits Federal aid and indirect federal aid through the FDOT for city roads that are classified.

Staff made two comments. First, staff objected to the classification of John Anderson Drive as a collector road since the City Commission amended the Comprehensive Plan to make it a local road. Second, staff recommended that the entirety of Airport Road from US1 to SR40 be added as a collector road.

- The Planning Director met with the Leadership Committee for Government Day to discuss the Planning Director's presentation and mobile workshop. The presentation will center on a citywide vision while the mobile workshop will focus more specifically on the downtown.
- Building Services
 - 71 permits issued with a valuation of \$2,244,363.00
 - 233 inspections performed.
 - 9 business tax receipts issued
- Development Services

There were no new activities to report from the SPRC committee that were not already reported previously.

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.
- Staff met with an out of town manufacturer interested in a large building or vacant land for relocating their operation. Further discussions with the company are expected in the near future.

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

- The Chamber Tourism Committee met to discuss a 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, 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. Final completion is expected in late October of 2013. Staff met with DuvaSawko management to discuss plans for a grand opening for mid November.

- Staff is work 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.
- Staff was invited to speak to the East Coast Chapter of the Florida Medical Manufacturers Consortium, which was arranged by Command Medical. The members of the consortium met at the River Bend Golf Course for their luncheon and presentation program.

Airport Operation and Development

- Staff attended an FAA FY 2014 workshop in Orlando this week. The workshop covered a wide range of topics; FAA legislative priorities, the FY 2014 Airport Improvement Program, Capital Improvement Plans, Land Uses within Runway Protection Zones, Modifications to Standards, Environmental Updates and Issues, Taxiway Design, Non-Aeronautical Use of Airport Property, LED Lights, and Solar Farms.
- FDOT conducted an on-site visit to the airport this week to perform a final inspection of the improvements constructed under the Taxiway Alpha project and the Airfield Security Lighting project. The inspection was completed satisfactorily, which will facilitate final closeout of the FDOT grants for these projects.
- Staff worked with the FAA's Orlando Airports District Office to provide information about the new heliport, such as dimensions, lighting equipment, and surface type so that the FAA could assure that the new landing area would be published in the next facilities directory scheduled for December 12, 2013.
- Staff from the GIS Division conducted field work at the airport this week to investigate methods to mitigate certain obstructions identified by the FAA. The FAA issued a NOTAM prohibiting IFR approaches to the airport at night, due to certain obstructions within the approach paths to the airport. The airport's published approaches will be changed to reflect the night IFR restrictions in the next FAA publication cycle.
- Staff has prepared and submitted an agenda item for the November 5th meeting of the City Commission, regarding an application from Aerospace Holdings, LLC for Category 8 FBO status at the airport.
- Staff has prepared and submitted an agenda item for the November 5th meeting of the City Commission regarding an RFQ seeking qualification submittals from consultants to provide airport design phase engineering services required to generate construction plans, specifications, and permit documents for airport improvement projects.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Preparation for year-end audit
 - Closeout of fiscal year end accounts payable
 - Petty cash audits completed
- Completed Projects - Weekly
 - Processed 50 Journal Entry Batches (#5490-5529, #260-370).
 - Approved 25 Purchase Requisitions totaling \$332,007.21.
 - Issued 27 Purchase Orders totaling \$668,415.73.
 - RFP 2013-37, Proposal for Officials, Umpires and Score Keepers, Opening on October 24, 2013. Received one (1) submittal.
 - Prepared 116 Accounts Payable checks totaling \$167,355.14 and 27 Accounts Payable EFT payments totaling \$353,650.12.
 - Prepared 33 Payroll checks totaling \$30,001.87 and 331 direct deposits totaling \$389,349.87.
 - Transferred IRS 941 payment of \$148,701.94.
 - Processed 3,341 cash receipts totaling \$986,774.57.
 - Processed 1035 utility bill payments through ACH totaling \$83,080.61.

- Processed and issued 4,885 utility bills with billed consumption of water of 16,283.64k.
- Issued 465 past due notices on utility accounts.
- Auto-called 152 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Florida Power and Light Tree Trimming (Late October)
 - Florida Licensing on Wheels (FLOW 11/4)
 - Movies on the Halifax (11/1 "Hotel Transylvania")
 - FPL Tree Trimming (10/29/13)
 - FPL Tree Trimming (10/30/13)
 - John Anderson Drive Road Closure
 - Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - CodeRED Watermain Improvements
 - Attended VLOC December dinner planning meeting
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Met with Volusia County Community Assistance staff regarding current CDBG projects that will begin soon for FY 2013-2014.

Fire Department

Weekly Statistics

- Fires: 3
- Fire Alarms: 5
- Hazardous: 6
- EMS: 82
- Motor Vehicle Accidents: 9
- Public Assists: 25

TOTAL CALLS: 130

- Aid provided to other agencies: 8 calls – Daytona Beach (4), Volusia County (4)
- Total staff hours provided to other agencies: 6
- # of overlapping calls: 25
- # of personnel sent with EVAC to assist with patient care during hospital transport: 4
- Total EMS patients treated: 61

Training Hours

- | | |
|--|----|
| • NFPA 472: Hazardous Materials | 2 |
| • NFPA 1001: Firefighting | 16 |
| • NFPA 1002: New Driver/Operator | 22 |
| • NFPA 1021: Officer Training | 9 |
| • NFPA 1500: Safety/Equipment | 57 |
| • NFPA 1410: Hose Evolutions | 33 |
| • NFPA 1620: Pre-Fire Plan Inspections | 11 |

- EMT/Paramedic 12
- TOTAL TRAINING HOURS: 162

Station Activities

- Updated 30 pre-fire plans
- Conducted 138 fire hydrant inspections
- Provided public education to the following schools for Fire Prevention Month:

	<u>Children in Attendance</u>
Salty Kids Pre-School	35
KinderCare	50
Pathways Elementary	115

Human Resources

Staffing Update

- 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. Sixteen (16) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review.
 - 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. Thirty (30) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review.
 - 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 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. Twenty-nine (29) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review.
 - Leisure Services/PAC – Part time Custodian was advertised on 10-18-13 on the City's web site and will remain open until filled.
 - Leisure Services/Special Populations – Part time Therapeutic Aide was advertised on 10-18-13 on the City's web site and will remain open until filled.
 - Fire Department/Firefighter/EMT – Advertised on the City's web site with a closing date of 10-25-13. Seventy-seven (77) applications were logged in and are in review to narrow down to a more manageable number to proceed to the Physical Abilities and EMS protocol screening process.
- 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. Second interviews with two candidates were scheduled for this week.

- Background/Reference Checks
 - Leisure Services/Gymnastics – Part time Recreation Leader position. A background check has been started on the selected candidate.
- Promotions/Transfers
 - Leisure Services/Athletic Fields – The Maintenance Worker II position has been filled with an in-house applicant who will transfer from the part time Maintenance Worker II position at the Andy Romano Beachfront Park effective 11-04-13 after successfully completing pre-employment screening.
 - Leisure Services/ARBP – The part time Maintenance Worker II will transfer from the *seasonal* Maintenance Worker II position at Andy Romano Beachfront Park effective 11-04-13.
- Terminations/Resignations/Retirements
 - Finance Department – Meter Reader effective 11-01-13.
 - Public Works – Office Assistant II effective 11-08-13.
 - FY Attrition – M/E 9-30-13: 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

- New Employee Orientation The next orientation session is scheduled for 11-22-13. 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". Twenty six percent (26%) of our employees have attended training so far. Next scheduled training sessions will be held 11-13-13 and 11-14-13.

Risk Management Projects

- Mayor's Health & Fitness Challenge Team event planning.
- Wellness Action Team meeting; 2014 and Wellness Day planning.
- Meet with Planning Director re: 2014 Leadership's Government Day.
- Mayor's Mile through Central Parks.

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: - 23 New work - 47 completed - 33 in progress

- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	30,364	Inbound E-Mails Blocked	18,438
Delivered Inbound E-Mails	11,760	Quarantined Messages	136
Percentage Good Email	38.8%	Virus E-Mails Blocked	228

- Notable Events: None
- Geographical Information Systems (GIS)
 - Addressing Additions: 2 Changes: 1 Corrections: 1
 - Map/Information Requests: 28
 - Information Requests from External Organizations: 2
 - CIP Related Projects (pavement management, project tracking map): 0
 - Meter GPS locate and ID: 22,502 total, completed 16,907 (75.1%) potable 16,407, Irrigation 498, Effluent 2
 - Notable Events: None.

Leisure Services

- Administration
 - Supervisory Staff Meeting
 - Facilities Maintenance/Parks Staff Meeting
 - Public Works Meeting
 - City Manager's Meeting
 - Assistant City Manager's Meeting
 - Met with landscape contractors for weekly updates
 - Weekly professional janitorial meeting
 - Skate Court Public Meeting
 - Weekly Gymnastics Center Meeting
 - Annual Evaluation
 - Sports Complex Fields Meeting
 - Senior Games
 - Rockefeller Revisited
- 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 completed their playoff games this week Monday through Wednesday. The next season will start in March.
 - 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 City Youth Flag Football Program continued games this week Monday through Wednesday at 5:45 and 6:45 pm at the Sports Complex on Quad #3 and the Kiwanis Baseball Field.
 - The OBYBSA Tee Ball Program finished its first ever fall season with final games on Friday night at the Sports Complex.
 - The City's Youth Volleyball Program is in week #8 at the Nova Community Park Gym. They meet this week on Monday and Wednesday at 5:30 pm for the novice group and 7pm for the experienced group. Currently 54 participants are signed up. This is a high for the fall season.

- SHS Girl's and Boy's Soccer Program are currently practicing at the Sports Complex soccer fields. Their first girl's home game was Tuesday night at the Sports Complex on Championship Field #7.
- Lady Renegades Softball held their annual "Oktoberfest" Tournament on the weekend at the Sports Complex and on Nova Fields #2 and #3.
- Upcoming Programs: Men's Winter Softball League, Girls' 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
 - Continued mowing of baseball fields, three times a week
 - Continued mowing of the soccer fields, two times a week
 - Continued mowing of the softball fields, two times a week
 - Continued 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.
 - Prepping softball, baseball, soccer and T-ball for practices and games.
 - T-ball continues practicing and playing on Thursday nights on all 4 fields.
 - Boys and girls rec leagues are practicing and playing games on the Quads.
 - Flag Football games continue using Quad #3 and baseball #4 outfields.
 - Prepared fields for rec soccer on Saturday.
 - Painted 3 soccer fields at SONC for a Saturday league.
 - Prepared Osceola Elementary School fields Friday for a YMCA T-ball league on Saturday.
 - Football is over until Thanksgiving games.
 - Will be starting high school varsity soccer games beginning next week on the Championship field.
 - Baseball fields 1-4 have been sprayed to prep for the overseeding with rye grass.
 - Fertilizing all fields for the preparation of overseeding with rye grass.
 - New fencing has been put up on the soccer fields to separate fields 4-8. Field 8 is now a game field only.
 - Wood fencing has been put at the baseball Harmony Road entrance and Nova Park side entrances.

- Senior Center
 - Granada Squares dancers met on Tuesday from 7:00pm to 9:00pm.
 - Jim Miller's Big Band 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 and CMT held regular classes. Kopy Kats held on stage rehearsal.
 - 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 event:
 - Kopy Kats presents "Decades" Friday, November 1st from 7:30pm to 9:30pm; Saturday, November 2nd from 7:30pm to 9:30pm; Sunday, November 3rd from 2:30pm to 4:30pm
- 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 5:45-7:00pm
 - YMCA Soccer Monday/Friday 5:30-7:00pm
 - MLK Prayer Breakfast Planning Meeting Tuesday 6:00pm
 - Halloween pit stop party Thursday 5:30-8:00pm
- Community Events
 - Weekly administrative tasks, office work, meetings and activities
 - Senior Games Event week and assisting with over 25 games/events
 - Attended Tourism Board Committee meeting
 - Attended Home for the Holidays Parade meeting
 - Attended VLOC dinner planning meeting
 - Walk with the Manager, Tuesday, October 29th
 - Assisted with multiple interviews for PAC open position
 - Preliminary planning activities for the following upcoming events:
 - Veterans Day and sale of event tickets
 - Holiday Concert
 - Santa on the Go, Letters to Santa, Santa Calling
 - Home for the Holidays Parade
 - Breakfast with Santa
- Gymnastics
 - November session began on Friday; students are working hard on their routines.
 - Attend weekly meeting to discuss Gymnastics Center Program improvements.
 - Registration is now open for the 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 continued throughout the week
 - Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
 - Open play took place 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 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 continued to meet at various times throughout the week.
- Challenger Basketball, a basketball program for those with special needs, met for their first practice on Tuesday, October 29th from 5:00-6:00pm at the Nova Community Center. The program will continue for six weeks.
- The pickleball event for the Senior Games took place on Monday, October 28th from 9:00-12:00pm.

- The Casements
 - Yoga classes were held Tuesday in the Dance Room.
 - Pilates was held in the Dance Room on Monday, Tuesday, Wednesday and Friday.
 - Tours continued Monday through Friday from 10am to 3:30pm and Saturday from 10 to 11:30am.
 - A wedding ceremony was held in Ormond Memorial Gardens on Saturday afternoon.
 - Rockefeller Revisited was held in The Casements on Saturday evening.
 - The Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.
 - The Anchor Group Fish Fry was held in Rockefeller Gardens on Monday evening.
 - Vero Beach Museum had a tour of The Casements on Tuesday afternoon.
 - The Centennial Committee met in The Casements on Wednesday morning.
 - The Guild Crafters met in Room 203 on Thursday afternoon.
 - A wedding rehearsal was held in Ames Park on Friday afternoon.
 - Embry Riddle Aeronautical University Board of Trustees dinner was held in The Casements on Friday evening.
 - Movies on the Halifax was held in Rockefeller Gardens on Friday evening.

- Parks Maintenance
 - Refurbished two deteriorated oak memorial benches
 - Lubricated saucer swing and several other pieces of playground equipment at the Magic Forest
 - Repaired handles on the seesaw at Magic Forest
 - Removed deteriorated cross ties from in front of the Gymnastics Center
 - Removed graffiti from picnic table at the Birthplace of Speed Park
 - Replaced broken telescope at Andy Romano Beachfront Park
 - Cleaned and sealed stainless hardware at Andy Romano Beachfront Park
 - Installed two refurbished memorial benches at Ormond Memorial Gardens
 - Removed discarded concrete blocks from Central Park II
 - Painted over graffiti under the gazebo at Riviera Park
 - Citywide safety inspections of parks and equipment
 - Weekly inspections of park facilities for reservations

- Building Maintenance
 - Weekly inspection of airfield runway, taxiway lighting and directional signage
 - Daily routine maintenance of City vehicles and equipment as necessary
 - Weekly inspection of the water wheel and sump pumps at The Casements
 - Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo Park, Riviera Park, Hospital Park, Fortunato Park and City Hall
 - Weekly inspection of Andy Romano and SONC splash pads
 - Checked noise issue from concerned citizen at Water Plant
 - Re-set loop detectors on exit gate at Public Works Complex
 - Performing preventative maintenance on 14 air conditioning systems citywide

- Changed out US Flag at Nova concession stand
- Picked up ice machine from vendor for conference room at City Hall
- Installed restroom amenities in newly remodeled restrooms at SONC
- Evaluated dishwasher at Fire Station 91 - escorted technician for repair
- Assembled and installed ice maker at City Hall conference room
- Assisted with securing shelf boards and bulletin boards - Inspection Offices
- Replaced soap dispenser - upstairs men's room at City Hall
- Installed irrigation booster pump - Football at Airport Sports
- Repaired faucet and flapper at MacDonald House
- Replaced tank flapper upstairs bathroom at Softball Quad
- Installed seven emergency signs at Nova East and West
- Installed mirrors, toilet paper holders and soap dispensers at SONC
- Resealed floor conduit in the kitchen at PAC
- Replaced conference ceiling tiles at PAC
- Repaired exit door closers in the activity room at SONC
- Hung four shelves and four bulletin boards at City Hall
- Assisted with rewire lights at Waste Water
- Repaired lights at the Control Tower
- Replaced ballast at restroom Central Park I
- Replaced lights in Records Division at Police Department
- Replaced outlet in Human Resources
- Ongoing repairs to lights at Waste Water
- Replaced exit button men's room at Cassen Park
- Repaired lights in Public Works Administration
- Repaired lights at Gymnastics Center
- Replaced two taxiway lights at Airport
- Repaired sign lights at the Airport
- Repaired men's room urinal at MacDonald House

Police Department

Administrative Services

- Attended Workforce Wellness Action Team meeting.
- Attended meeting with IT regarding the implementation of IA Pro software for the Police Department.
- Attended monthly Volusia & Flagler Police Chief's Association meeting.
- Attended weekly Police Department and City Manager/Department Head staff meetings.

Community Outreach

- Four members of the Youth Directors Council, Belinda Legut, Community Outreach Recreation Leader and Lisa Messersmith, Community Program Coordinator, participated in the Breast Cancer Walk held at the Jackie Robinson Stadium on October 26 from 8AM to 12PM.
- Platinum Yoga and Fitness presented a check for \$164 to staff. The money was raised during the Saturday Yoga fundraiser. The money is designated to support YDC and their attendance to the annual Youth Directors Conference in January 2014.
- Final preparations were made for the Halloween Safe Stop offered in partnership with the South Ormond Neighborhood Center. The event was designed to provide families and their children a safe place to enjoy their trick or treat walk through the neighborhood. Members of the Police Explorers and the Youth Director's Council assisted with the evening.
- The Tutors R Us program continued at the South Ormond Neighborhood Center. Currently there are 20 youths registered for the tutoring program. The program will run six weeks.

- Science on Patrol at Ormond Beach Elementary School continued. Ten youths are participating in the six week program.

Community Services & Animal Control

- Animal Calls: 70
- Animal Reports: 7
- Animal Bite: 2
- Animals returned to owner: 2
- Reclaim Fee: 1
- Animals to Halifax Humane: 5 Dogs: 2 Cats: 3
- Animal Licenses: 6
- Injured Wildlife: 2
- Unaltered Animal Permits: 2
- Animal Service Yard Sale was a huge success raising \$1,100 for the Trap Neuter and Release Program.

Criminal Investigations

- Cases Assigned: 26
- Cases Cleared by Arrest/Complaint Affidavit: 8
- Cases Exceptionally Cleared: 9
- Inactive: 9
- Fraud: 11
- Burglary Business: 0
- Burglary Residential: 1
- Larceny Car break: 9
- Grand Theft: 1
- Auto Theft: 3
- Offense Against Family/DCF Reports: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 1
- Assaults: 0
- Undetermined Death: 0

Comments:

- Armed Robbery: 524 South Yonge St. A known subject went to visit and pulled a gun on the resident demanding his wallet. When the victim could not find his wallet the subject took his phone and left the area. Charges have been filed.
- Grand Theft: A \$5,000 ring was reported stolen from a resident in Aberdeen. The victim's handyman is suspected of the theft.
- Dealing in stolen property: Investigators obtained warrants for the subject responsible for selling the air conditioner parts from Hayne's Brothers Furniture Store. The subject turned himself in at the County Branch Jail.

Records

- Walk - Ins / Window 119
- Phone Calls 107
- Arrest / NTA'S 19
- Citations Issued 178
- Citations Entered 407
- Reports Generated 149
- Reports Entered 147

- Mail / Faxes / Request 31

Patrol

- Total Calls 1,877
- Total Traffic Stops 315

Operations

Crime Opportunity Report Forms: 64

- 10/23/2013
 - Carbreak, 17 Oakwood Park Drive, vehicle windows left open overnight and purse taken.
 - Warrant Arrest, 25 Foxhunter Flat, suspect arrested.
- 10/24/2013
 - Carbreak, 333 W Granada Boulevard (Gold's Gym), window broken out and purse taken.
 - Battery-Domestic Violence, 133 Arroyo Parkway, parent arrested for slamming his juvenile son to the ground.
 - Warrant Arrest, 1000 St. Georges Road, suspect arrested.
 - Violation of Probation Arrest, 30 South Beach St (City Library), janitor reported a transient hanging out in the area after the library closed. He was on probation for burglary and one of the conditions was that he was not allowed to possess alcohol. Subject was found to be in possession of alcohol at the time and was arrested for violation of probation.
 - Warrant Arrest, South Clyde Morris Boulevard & Allwood Green Boulevard, subject arrested.
- 10/25/2013
 - Carbreak, 905 South Atlantic Avenue (Planet Fitness), forced entry.
 - Traffic Arrest, 600 Block Hand Avenue, suspect arrested.
 - Stolen Vehicle, 650 South Atlantic Avenue (Mobile gas station), keys left in vehicle while owner was in the store.
 - Carbreak, 910 S Atlantic Avenue (Planet Fitness) victim's credit cards used at Wal-Mart.
 - Carbreak, 333 W Granada Boulevard (Gold's Gym) victim's credit card used at Wal-Mart.
- 10/26/2013
 - Carbreak, 1 Morning Dew Trail, forced entry.
 - Stolen Vehicle, 682 Wellington Station, taken overnight.
 - Burglary Arrest, 46 Willis Drive, subject was trying to collect a debt and was assaulted while in his vehicle.
 - Theft Arrest, 60 Arroyo Parkway, subject arrested for possession of a stolen bicycle
- 10/27/2013
 - Stolen Vehicle, 1608 North U.S. HWY 1. An unregistered dirt bike was reported stolen from the bed of a pick-up truck near the rear of the parking lot.
 - Battery-Domestic Violence, 38 Aaron Circle, suspect arrested for battering her husband.
 - Armed Robbery, 524 South Yonge Street #1, Victim claims a masked man knocked on his door and stole his cell phone at gun point. Suspicious circumstances.
- 10/28/2013
 - Burglary (Residential), 15 Fisherman's Circle. #115, victim had several rings taken. Suspect had a key to the residence. The jewelry was located later at a pawn shop.
 - Carbreak, 1 North Beach Street, window broken out and purse taken.
 - Battery-Domestic Violence, 773 West Granada Boulevard (Olive Grove Apts.), subject arrested.
- 10/29/2013
 - DUI Arrest, 500 Block West Granada Boulevard, suspect arrested.

Traffic Unit

- Traffic Arrest, 600 Block Hand Avenue, motorist stopped for driving around barricades during specialized enforcement of that area. His license was revoked for ten years for a previous DUI. Subject arrested.
- Crash w/ Injury, 100 Block North Nova Road, skateboarder was exiting a driveway. Vehicle turned into the driveway with heavy sun glare. Driver didn't see skateboarder and they collided. Injuries minor.
- Crash w/ Injury, Nova Road/Granada Boulevard, bicyclist crossed Granada Boulevard on a red light and was struck by an eastbound vehicle with a green light. Injuries were minor.
- Officer Warmington working on a CPP for Pathways Elementary [afternoon traffic].
- Working with Streets Division for new sign installation on Hand Avenue. Heavy barricade enforcement throughout the area for worker safety.
- Traffic Citations 114
- Parking Citations 0
- Crash - No Inj. 10
- Crash - Injury 4
- Crash - Fatal 0

Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 10 Cases Initiated
- Zone 2: 13 Cases initiated
- Zone 3: 1 Cases initiated
- Zone 4: 3 Case initiated
- 26 signs have either been removed or sign cases created.
- 16 tree removal permit requests.
- Administrative staff assisted with forty-seven (47) telephonic inquiries.

Public Works

• Engineering

Construction Projects:

- Tymber Creek Phase I – Two fire hydrants were relocated, two air relief valves were installed on the sanitary sewer forcemain. The watermain and forcemain were offset to avoid conflict with a stormwater cross drain.
- John Anderson Drive – The majority of the new 16-inch force main installation from Dormont Drive to Amsden Drive has been installed. The contractor intends to start work on the storm improvements at Halifax and John Anderson while he completes work at Amsden with two crews working. A road closure notice to that effect has been issued. 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 paving of the last section of roadwork has been completed in the area of the culvert crossing. 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 punchlist items 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 – Service connections were completed on Oleander Place. The south run of new watermain was completed along Cordova Ave and the new watermain has been installed along South Beach Street south of Plaza Grande

up to the City limits. Watermain installation and service lines continue to be worked on along Buena Vista and Plaza Grande.

- 2-inch Waterline Replacement – North Peninsula - The contractor has completed pressure testing, chlorinating, and taking bacteriological samples of the mains installed for the Aqua Vista cul-de-sacs; a partial clearance has been issued by the Volusia County Public Health Unit for the first four cul-de-sacs. Signed clearance forms for the first four cul-de-sacs will be 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 restoration is expected underway 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 Bleacher Replacement - Staff is reviewing several options of bleacher replacement and refurbishment.
- Downtown Underground Utilities Conversion - The next bi-weekly progress meeting is scheduled for 10/30/2013. The contractor is continuing work with the installation of conduit in Phase 2 and has progressed into Phase 3; as-builts are expected this week for Phase 2.

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; the contractor has moved into Phase 3 for installation of primary conduit. A schedule has been set by FPL for new transformer installation / primary service switch over for Phase 1 of the project. This includes the following:

Transformer Installation/Outage at AT&T Facility – Completed on October 24, 2013
Transformer Installation/Outage at Ormond Beach Elementary & Emmanuel Church of the Living God – Completed on October 26, 2013
Transformer Replacement/Outage at Ormond Beach Police Department - Completed on October, 29, 2013
Transformer Replacement / Outage at 152 – 158 West Granada - Completed on October 30, 2013

- OBSC Multi-Use Fields – OBSC Multi-Use Fields – The project is complete.
- 2013 Roadway Resurfacing- Final site restoration and striping are being completed.
- Downtown Median Landscaping – The irrigation system is 100% complete. All 21 medjool palms have been installed. The electrical infrastructure is 85% complete. 90% of the bedding plants and bark mulch have been completed.
- 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 as well as the construction contract

with American Lighting and signalization has been received by the City and is being executed by the City.

- Ormond Beach Municipal Airport Taxiway Project- Staff working on preparing a Request for Qualification package for proposed improvements to the airport which includes taxiways and airfield electrical systems.

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 – A community meeting is scheduled for Tuesday, October 29, 2013.
- 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 – Sliger and Associates are scheduled to perform stormwater utility surveying the week of October 28, 2013. Zev Cohen will take this survey info and progress with their plans.
- CDBG Oleander Bus Stop – Staff is preparing finalized design plans with FDOT assistance.
- OBSC Roadway Improvements - The wetland impact mitigation plan for the proposed perimeter road has been completed and is being reviewed by staff. The construction plans for the perimeter road has been completed to 90%.
- 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- Award of bid for the cured in place pipe lining project has been submitted for resolution on November 19, 2013.
- 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.
- Traffic Signal Maintenance (Mast Arm Painting) - Bid acceptance for the low bidder (Santa Clara Construction) is being placed upon the November 19 commission meeting for acceptance. The Commission Item provides for the approval of a contract covering those intersections in the base bid as well as the three added alternate intersections for a total of eleven intersections.
- OBSC Multi-Purpose Building – The 3 month design phase of the project has commenced. The site plan and architectural plans are being prepared for City SPRC review. Outside agency permit determinations have been requested.
- City Hall Chiller Replacement – Contacted the consultant that prepared the preliminary assessment report to request a scope of work once this is finalized then a cost will be submitted and a work authorization issued.

- Nova Recreation Park- Staff is working on preliminary plans for the pavement of the crushed shell roads and parking areas around the park. Staff has recognized the need to implement stormwater conveyance and impoundment facilities that will be needed to manage the additional stormwater runoff due to increase of impervious area due to paving these areas. This will be necessary regardless of exemptions expected from the SJRWMD, because the additional stormwater runoff will increase erosion and create inconvenient standing water otherwise. Staff is therefore investigating low impact drainage areas around the park for this purpose.

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).
 - Nova Road Landfill Closure- A second phase of site assessment study is being performed as required by the FDEP. Several offsite groundwater monitoring wells are being installed to provide background data for the ongoing ground water monitoring plan.
 - Completed the sketch and legal description for 275 Williamson Blvd annexation per Planning Dept request.
 - Reviewed submitted plans and created Wetland Protection Permit for 2032 John Anderson Dr.
 - Reviewed and researched surveys of the Tower Circle Extension plat per Economic Development Dept request.
 - Researched and created work in the right-of-way permit for Brighthouse Networks located at 420 Lake Bridge Plaza Dr.
 - Continued to update the construction plan set for the West Granada Median Landscaping project.
 - Began creation of a plan set for the proposed sidewalk construction at the OBMA Sports Complex.
 - Onsite visit to Nova Recreation Park to layout the survey work needed for the proposed Park Paving project.
 - Onsite meeting with Stormwater Div to research and attempt to field locate storm inlets and piping at 459 John Anderson Dr.
 - Researched and supplied requested utility information located along the Airport Rd right-of-way from Tymber Creek to round a bout per Zev Cohen request.
- Environment Management
Street Maintenance
Asphalt / Concrete
 - Dug out & filled hole on Division Ave.
 - Repaired open throat basin at 103 Standish Dr.
 - Filled in a cracked sidewalk at 118 Chrysanthemum Dr.
 - Ground down sidewalks at various citywide locations
 - Dug out and prepared to asphalt on N. Halifax Dr.
 - Repaired DOT (Department of Transportation) sidewalk on SR40, west of I-95
 - Asphalted a patch for Wastewater at 668 N. Halifax Dr.
 - Asphalted a patch for Water Distribution at Riverview & S. Beach St.
 - Patched around a hole for Stormwater at Standish & N. Halifax
 - Repaired pot holes at Airport Sports Complex

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 Sterthaus Dr, at 265 Willow Pl., at Nova Recreation, on S. Beach St., at 9 W. Tower Cir., and at 25 Live Oak
- Trimmed (2) palm trees at 218 & 220 W. Granada Blvd.
- Removed trees in front of the Ormond Garage, on Parkwood Dr., at 44 Choctaw, and on Moreland Blvd.

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
- Assisted the Parks Dept. removing rotten crossties at Nova Recreation
- Trimmed trees on Highland Ave., on New Britain Ave, on Old Kings Rd., on Tropical Ave., and on Division Ave, between Center & Old Kings Rd.
- Filled up rolloff with concrete at the Public Works Yard

Sign Shop

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

- Sign Shop, fabricated "City Hall Hours" signs and letters for Building Maintenance Shop
- Sign Shop, entered & printed work orders for daily job assignments
- Citywide Locations, installed stop & speed limit signs, where needed and checked for signs that might need attention
- Sign Shop, on-going training of new employee
- Tomoka State Park, delivered post brackets to Park Manager

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Ditch Inspection – various citywide locations
- Pond Spraying – FDOT (Florida Department of Transportation) ponds on SR40
- Citywide Locations – inspected basins
- Public Works Yard – assisted with the Gradall to help install new A/C unit at Administration offices
- Stormwater Shop – sharpened blades
- N. Halifax – replaced ring & cover
- John Anderson Dr – went over plans in Engineering for upcoming work

Vactor

- Cleaned out basins & wrapped pipe – at Coquina Point, on Prairie View Ln.
- Repaired basin – on Hammock Ln.

Mowing

- Reachout Mowing – on SR40, west

Street Sweeping/Streetsweeper

- 141.5 miles of road cleaned (This is for 5 days)
- 28.0 cubic yards of debris removed

• Fleet

Mileage Traveled by all City Departments for the week
33,075

PM Services completed for the week:

Emergency—Vehicles and Equipment

5

Non-Emergency Vehicles and Equipment

16

Road Calls for the week:

2

Quick Fleet Facts:

- Fleet has gallons of 12,486 unleaded and 7,326 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,725 gallons of unleaded and 990 gallons of diesel.
- Fleet completed 54 work orders this week.

• Utilities

- Automatic Meter Reading Installation Project – Sent a meter sketch for Addendum 1 to Finance Department to clarify parts to be provided by the City and Contractor.
- Carousel Grit Removal – Pursuing 2nd lowest proposer for accomplishment of work – pending vendor auto insurance
- Concentrate Piping Connection to Reuse Storage Tank – A disposition memo and bid documents for City Commission review placed on the November 5 meeting agenda.
- 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 – Bid number was assigned and CC agenda packet is being 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 this fiscal year.
- Airport Road Force Main/ Reuse Main Project – Testing of the Airport Booster Pump Station for field adjustments and meter modifications are being scheduled.
- Mainland, North & South Peninsula 2-inch Water Main Replacement – North Peninsula: The contractor has completed pressure testing, chlorinating, and taking bacteriological samples of the mains installed for the Aqua Vista cul-de-sacs; a partial clearance has been issued by the FDOH for the first four cul-de-sacs. South Peninsula: The contractor has installed all new service connections on Riverside, Marvin, Ivanhoe, Cardinal, Jamestown, Stanford, and Princeton. Mainland: Service connections were completed on Oleander Place. The south run of new water main was completed along Cordova Ave and the new water main has been installed along South Beach Street south of Plaza Grande up to the City limits.
- Ormond Beach Wastewater Plant Operating Permit Renewal – Requested a proposal from Quentin L. Hampton Associates.
- 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 was authorized for check/ repair by motor shop.

- Ormond Beach Wastewater Treatment Plant Expansion – Purchase orders for furnishing & installing valves found compatible with existing actuator components are being prepared.
- John Anderson Drive Project – The majority of the new 16-inch force main installation from Dormont Drive to Amsden Road has been installed. Revisions to piping at Lift Station 6P were reviewed. Modified costs associated with same to be evaluated.
- Rima Wells Auxiliary Power Generator – Project is under design. Consultant visited the site to determine SCADA design requirements.
- Saddler's Run Lift Station Rehabilitation – Design meeting held with K. Lee (representing QLH). Meeting minutes of discussion items were distributed. Record drawings of lift station were sent to the consultant.
- Sanitary Sewer Pipeline Repair – Project award is scheduled for the November 19 City Commission Meeting.
- SR40 from Tymber Creek Road to Perrott Resurfacing – Awaiting construction commencement by FDOT Contractor.
- Town Square, 4M1, 9M and Wal-Mart Lift Station Rehabilitation – Contractor requested a schedule from the suppliers when the materials will be available. The schedule will be basis for eventual notice to proceed.
- Tymber Creek Road Phase 1 Utility Relocation Project – Two fire hydrants were relocated; two air relief valves were installed on the sanitary sewer force main. The water main and force main were offset to avoid conflict with a stormwater cross drain. The existing southbound lane is closed and traffic is diverted to a temporary lane.
- Water Storage Tank Cleaning and Inspection – The vendor is preparing a schedule for beginning the cleaning early next year.
- SPRC - SR Perrott– Draft easement and legal description are found acceptable by adjacent property to support sanitary sewer installation. Official documents to be prepared for property owner signature and commission approval. Tomoka Christian Church – Video reveals debris in private portion of newly constructed sanitary sewer – resolution pending.
- Water Distribution
 - Replaced 3 water services due to age of piping and low pressure
 - Repaired/replaced 13 meter boxes
 - Installed 11 new water service and meter connections
 - Replaced 15 broken/unreadable water meters
 - Responded to or repaired 19 water service leaks
 - Responded to 4 low water pressure and 3 discolored water complaints
 - Performed testing on 5 and repaired 1 city owned backflow preventers
 - Repaired a fire hydrant meter and backflow preventer for Finance
 - Performed accuracy testing on 3" meter 103 Clyde Morris Blvd (Ormond-in-the-Pines), 3" @ 1133 and 4" @ 1155 Ocean Shore Blvd condominiums
 - Assisted 11 customers with misc. water issues (i.e. stiff valves, leaks, etc.)
 - Repaired the 1½" water service serving 179 John Anderson Dr
 - Assisted a plumber with a water service repair at 55 Vining Court
 - Performed 2 each 16" water main shut downs on Tymber Creek Rd to install deflections for future storm water installation
 - Performed a water main shut down on River Dr to assist Thad Construction with disconnecting the 2" water main at Circle Dr and Ocean Shore Blvd
 - Disconnected and moved water service for resident due to septic tank installation at 2376 John Anderson Dr
 - Performed flushing following areas: Tymber Creek Rd, John Anderson Dr
 - Repaired the flushing device on Cumberland Ave
 - Post-excavation landscaping completed @ Pamela Dr, Lindenwood Cir, Chrysanthemum Dr, 1412/1503 Oak Forest Dr, Parkside Dr and Lake Trail

- Rescinded the boil water notice on River Dr
- Water Distribution and WW Collections assisted the utility locator with multiple locates due to an increased number of locate requests
- Utility locate service for Water/wastewater/reuse: received notice of 161 regular and 8 emergency utility locates for the previous week. Continued ongoing locating for Tymber Creek Rd, John Anderson Dr, and 2" water main replacement projects located in the 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 36.659 million gallons for the week ending Oct. 27, 2013 (5.152 MGD)
 - Backwashed 7 filters for a total of 569,000 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 seven trouble calls Breakaway/Hunters Ridge PEP System service area and two in town.
 - Televised four, cleaned eight sewer laterals.
 - Repaired 1" reuse service at 654 n. Halifax Dr.
 - Installed new reuse lids at N. Halifax Dr. & Amsden Rd.
 - Checked pressure on Ocean Shore Blvd force main - 10 psi. OK
 - Located and cleaned twenty five low pressure sewer valves - Breakaway Trails.
 - Low pressure sewer Westland Run 27/24 psi, Foxhunters Flat 18/15 psi and 4" on Shadow Creek Blvd. 10/8 psi
 - Bled off 2" low pressure sewer lines due to high pressure in Westland Run for a total of 800 Gallons.

- Wastewater Treatment
 - Domestic and Industrial Wastewater flow was 28.11 Million Gallons.
 - Produced 13.18 Million Gallons of Reuse.
 - Produced 14.93 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.02 MGD, plant designed for 8 MGD.
 - Hauled tons of sludge 61.01 (14%-18% Solids).

- Utilities Maintenance Division
Wastewater Plant – Lift Stations
 - Fermentation Submersible Mixer #4 – Installed repaired unit – unit not functional – testing indicated short circuit in cable harness or motor – contacted vendor to dispatch repair technician – cable identified as shorted – unit returned to vendor for repair – unit re-installed – tested ok.
 - Screw Pumps #1, #3 – Belts noise at start up – adjusted belts – all ok.
 - Turbidity meter #2 – replaced photo eye with operators and recalibrated meter – returned to service.
 - SCADA monitor/response – 10M uneven starts – found station function normal – possible reporting problem – will monitor; 7P high start and run time – pulled both check valves - #2 check valve found faulty – replaced and returned to service – will monitor; Walmart lift station – uneven starts – mechanics & electrician inspected station no problem found – will monitor; Breakaway Trails lift station – no starts pump #1 – found bad relay and replaced – tested all ok..
 - Influent pump room – deragged pumps 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 .
- Lift station PM's: 3 monthly performed.
- Plant PM's: 11 weekly performed
- Plant wide oil & grease route
- 29 work orders completed and closed for this section for this week.
- 7 scheduled plant maintenance tasks
- 5 unscheduled plant repairs/ 3 unscheduled lift station repairs

Water Plant - Well Fields - Booster Stations

- Well #22, #23, #24, #29, #30, #33, #34. – Vegetation maintenance and housekeeping.
 - Clari Cone #2 – grit discharge valve clogged – disassemble and cleaned valve – returned to service.
 - Scrubber #1 – pump motor bad – replaced – returned to service.
 - Standish storage facility – pump #2 - replaced and aligned Lovejoy motor coupling – call out operators reported SCADA not reporting – breaker tripped in PLC – reset breaker – no problem found.
 - Shadow Crossing reuse station – High pressure noted on SCADA – fire pump was running – turned pump off manually – pressure returned to normal – performed site housekeeping.
 - Hypochlorite #4 – repaired bypass valve.
 - Ormond-Daytona interconnect – exercised valve - valve actuator not functioning properly – will need to replace.
 - Ormond-Holly Hill interconnect – exercised valves.
 - Weekly PM's – Claricones #1, #2.
- 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): Staff performed the annual inspection of Hudson Technologies as required by the IPP. The organization was very responsive to comments from the Utility. While onsite, the City collected a sample from the facility's industrial waste stream to ensure compliance with the City issued permit.
 - Ground Water Monitoring Report: Per the City's Domestic Wastewater Facility Permit, quarterly sampling and analysis must be performed and reported to the FDEP. The third quarter report was mailed to the Department on October 28, 2013.
 - 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 obtained training material for the revised OSHA Hazard Communication Standard which is being phased in over the next two years. A training session of the new standards is scheduled with affected staff required to attend.
 - 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. 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. Staff is crafting a letter in response to the VCHD report.

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
- Agenda packet preparation and creation for the November 5, 2013, City Commission Meeting
- Agenda packet preparation and creation for the November 7, 2013, Quality of Life Advisory Board

Status of Department Projects

- Audience Polling System
 - Project Status: Currently testing system set up and software installation
- Records Management System Upgrade
 - Project Status:
 - Continuing to identify potential issues with system upgrade to relay to vendor