

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: August 30, 2013

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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:

- Met with Public Works Operations staff
- One on one meetings with City Attorney, Economic Development Director, IT Manager, HR Director, and Police Chief
- Quarterly meeting with Directors and Division Managers
- General budget discussion with Assistant City Manager and Accounting Manager
- Meeting with PD Admin Staff and Union Rep to discuss operational issues.

Spoke to, attended and/or met with:

- Mural unveiling at South Ormond Neighborhood on Sunday, Aug. 25
- Rotary meeting
- United Way Board of Directors meeting
- City/County Managers meeting at County EOC
- General discussion with Glen Storch of Storch Law firm and Chris Jones of Republic Services to discuss solid waste services.
- Chamber of Commerce Board of Directors meeting
- FLOC Webinar on new pension reporting requirements
- FCCMA Executive Committee conference call
- State of the City meeting with City and Chamber of Commerce staffs

### **Community Development**

- Planning
  - Staff attended a neighborhood meeting at Dimitri's. A sound test was conducted based upon a desire by Dimitri's to have outdoor music on the top floor. The outdoor activity will require a Special Exception involving the Planning Board and City Commission. Several residents were in attendance and 1 Planning Board member was also there.
  - The Department received the official notification from FEMA regarding the Flood Insurance Rate Map (FIRM). The FIRM map will become official and effective on February 19, 2014. The City is expected to receive the Flood Insurance Study (FIS) report and the FIRM map before the effective date. All new property owners finding themselves in the Specialized Flood Hazard Areas (SFHA) of the city for the first time will be assessed the full risk. The rates will increase by 20% annually until the full risk rate is reached. Staff is preparing a streamline and systematic approach to the onslaught of calls from effected property owners who will find themselves in the SFHA for the first time.
  - Staff met with Paul Holub and John Trost, Prudential Commercial Realtor, regarding 75 N. Nova. The site is currently occupied by a vacant bank. The property is for sale and discussions were held on potential uses and what type of land use and zoning the

Department was willing to recommend approval to the Planning Board and City Commission.

- The City recently annexed 1535 North US1 and the property is now undergoing redevelopment to a restaurant. To ensure it does not transition into a bar which is not a permitted use, staff initially required submittal of an annual food/alcohol report. In response to that requirement, the owner revised the table and stool count. Consequently, staff intends to require in the Development Order and Planned Business Development (PBD) Ordinance a provision memorializing the table seat to bar stool ratio provided by the owner. A condition will be recommended by staff that requires the 2 seat top and 4 seat top table to bar stool seat ratio shall be 65% or more but the bar stool ratio to 2 seat top and 4 seat top tables cannot exceed 35%. By doing that, if stool seats are added more table tops seats must be added and if they remove stools for tables it reinforces the restaurant use.
- Building Inspections, Permitting & Licensing
  - 68 permits issued with a valuation of \$784,154.00
  - 255 inspections performed.
  - 7 business tax receipts issued.
- Development Services
  - The following SPRC activities occurred this week:
    - Reviewed the conceptual plan for CVS at the NWC of Granada Boulevard and N. Nova. The conceptual plan was well thought out and staff recommended some amendments to the drive-thru area, driveway aisle leading out to SR40 and the parking lot. A PBD rezoning will be required since there are several variances needed.
    - Discussed a proposal to convert church property at 100 N. Halifax Drive to six single family units. Property has a Public Institutional Land Use designation and an R2 residential zoning. Proposal is to go to Medium Density Residential with either a PRD, R4 or R5 zoning designation.
    - Discussed the dumping of fill by KB Homes on phase 4B, C and D without active permits and for clearing and stockpiling dirt without proper Erosion and Sedimentation Control measures in place.

### Economic Development

#### Economic Development

##### Ormond Crossings

- The Planning Board unanimously approved the Ormond Crossings Master Development Plan at their July 11, 2013 meeting and staff presented the findings to the City Commission on August 20. Second reading of the ordinance is scheduled for September 3. Staff met to discuss strategies for the construction of infrastructure to the Commerce Park portion of the project and a plan for opening up sites for business development. A meeting with Tomoka Holdings will be arranged following final approval by the Commission.

##### Airport Business Park

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

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

- Staff meets with the Chamber's Economic Prosperity Committee on a monthly basis to discuss economic development initiatives. Staff is participating on the new Tourism Committee recently established for greater promotion of area hotels, city and other events during the year. A meeting of the promotional subcommittee and Jeff Hentz, President and CEO of the Daytona Beach Area Convention and Visitors Bureau, was held to discuss the creation of an Ormond Beach visitor recruitment brochure. The Chamber Committee met with Mr. Hentz and the HAAA Board to discuss funding of the marketing brochure. Following the presentation of the funding request and period of Q&A, the HAAA Board decided to review the matter in more detail. The Chamber Tourism Committee met to discuss other funding options which will include sponsorship and advertising. Staff also met with the Chamber membership outreach program and is developing strategies to survey the businesses in the City. Staff is including a funding request as part of a joint City/Chamber effort to fund the brochure in 2014.
- Staff met with the members of the Main Street Economic Restructuring Committee to discuss potential development opportunities in the district.

Prospective Business Attraction/Retention/Expansion

- Staff continues to be in contact with the property owners and the real estate broker of the Food Lion, which is located along East Granada Boulevard, to discuss possible users of the property and any assistance the City can provide to attract a replacement grocery store at that location.
- Healthcare Billing Systems and Edge Physicians continue the redevelopment and reuse the former furniture store next to Kalin Furniture for an office complex. The incentives have been approved by the City Commission. Florida Department of Economic Opportunity approved the Qualified Target Industry Tax Credit Agreement for Healthcare Billing Systems. Demolition of the interior of the building is completed and installation walls and windows and HVAC systems is underway. Final completion is expected in late summer 2013. A grand opening is planned in late September.
- Staff is working closely with an existing company for the construction of a large facility along North US 1. Staff is working with the firm in the preparation of a growth assistance funding application. A fiscal impact analysis is underway to determine the level of possible economic development incentives.
- Staff met with consulting engineers to discuss the reuse of the former Texaco station at Nova Road and Granada Boulevard. Further discussions are expected in the next week.
- Staff met the Volusia County Economic Development staff and the Regional Director of the Export-Import Bank (EX-IM Bank) to discuss trade related financial programs to assist Ormond Beach businesses. Staff transmitted the EX-IM Bank program guidelines to the businesses and will follow up with a possible webinar in the next few months.
- Staff attended the VCARD forum on the expansion of the Panama Canal, which may provide opportunities for Ormond Beach exporting. Information on the expansion program has been provided to manufacturing companies in Ormond Beach.
- Staff met to discuss legislative priorities for 2014. A draft priority list will be presented to the Commission in September.

Airport Operation and Development

- The Automated Weather Observation System (AWOS) recently underwent service to address an intermittent data reporting malfunction. It has been determined that certain sensors and other components must be replaced in order to restore the system to full capability. Staff is in the process of requesting bids for the required components and installation services.
- Staff requested and received an independent cost estimate for the design phase of the proposed Taxiway "G" and Airfield Electrical Improvements project. The independent estimate was performed by American Infrastructure Development, Inc. The FAA requires an independent estimate as part of the grant application process.

- Staff worked with ATS Land Surveying, LLC to facilitate new survey work related to a perimeter access road project for the Airport Sports Complex. Certain portions of the survey required access to restricted areas near the air traffic control tower.
- Staff has been advised by the FAA that new instrument approach procedures for the airport will be available on October 17, 2013.

#### **Finance/Budget/Utility Billing Services**

- On-going Projects  
Preparation for the Finance End of Year Audit
- Completed Projects - Weekly
  - Processed 36 Journal Entry Batches (# 4750 - 4843).
  - Approved 29 Purchase Requisitions totaling \$143,961.69.
  - Issued 20 Purchase Orders totaling \$174,721.16.
  - BID 2013-36, Stormdrain & Sanitary Sewer Pipe Lining Rehabilitation posted to Demandstar and advertised in News Journal on August 25, 2013.
  - Prepared 137 Accounts Payable checks totaling \$224,963.50 and 33 Accounts Payable EFT payments totaling \$98,113.33.
  - Processed 3,427 cash receipts totaling \$678,974.80.
  - Processed 667 utility bill payments through ACH totaling \$49,815.67.
  - Processed and issued 5,420 utility bills with billed consumption of water of 15,084k.
  - Issued 220 past due notices on utility accounts.
  - Auto-called 168 utility customers regarding receipt of a past due notice.

#### **Grants/PIO**

- Public Information
  - Press Releases
    - Walking with the Manager (9/6)
    - Country Singer Bobby Meeks to Perform at PAC (9/8)
    - Amazing World of Illusions (9/14)
    - Nuevo Tango at Festival Latino Ormond Beach (9/17 and 9/18)
    - Florida Licensing on Wheels (9/9)
    - Local Works Day (9/6)
    - Daisy Granados and Leyenda at Festival Latino Ormond Beach (9/20 and 9/21)
  - Other
    - Citizen Contacts
    - Media Contacts
    - Added to and updated items in News & Announcements and other pages on the City's website.
    - Completed Advertising/Media for Local Works Day
    - Completed Employee Newsletter for September
    - Attended weekly staff meeting
    - Attended State of the City meeting
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

#### **Fire Department**

##### Weekly Statistics

- Fires: 0
- Fire Alarms: 5

- Hazardous: 5
  - EMS: 73
  - Motor Vehicle Accidents: 8
  - Public Assists: 38
- TOTAL CALLS: 129

- Aid provided to other agencies: 13 calls – Holly Hill (3), Volusia County (10)
- Total staff hours provided to other agencies: 10
- # of overlapping calls: 36
- # of personnel sent with EVAC to assist with patient care during hospital transport: 0
- Total EMS patients treated: 53

#### Training Hours

- EMS: 12
  - Fire Prevention: 3
  - Hose Evolutions: 20
  - Water Supply: 10
- TOTAL TRAINING HOURS: 45

#### Station Activities

- Updated 6 pre-fire plans
- Conducted 3 fire inspections
- Instructed CPR training to Leisure Services employees

#### Significant Incidents

- 8/24/13, 8:29 PM: 200 Block, Ocean Shore Blvd. – Motorcycle Accident –found two motorcycles down and one person in roadway – one fatality – Ocean Shore shut down from Granada to Neptune for several hours.

#### Operations

- Attended meeting at Florida Department of Health regarding Community Organizations Active in Disaster.
- Attended users group meeting for Target Safety software hosted by South Daytona Fire Department.

#### Human Resources

##### Staffing Update

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

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

- Background/Reference Checks
  - Police Department – Police Officer was advertised on the Florida Police Chief's Association web site and on the City web site on 06-13-13 with a closing date of 06-28-13. Thirty (30) applications were entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review. Fifteen (15) candidates were interviewed on 08-14-13. Four candidates were interviewed by the Chief on 08-16-13 and 08-19-13. Conditional offers are being made to three candidates.
  - Leisure Services/Parks – Maintenance Worker II (2) part time & seasonal, at the Andy Romano Park was advertised on 05-21-13 with a closing date of 06-04-13. No candidate was selected. Position was re-advertised on 07-23-13 with a closing date of 08-09-13. Twenty-seven (27) applications were entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review. Interviews were conducted on 08-22-13 and two candidates were selected. Conditional offers and pre-employment screenings are in progress.
  
- Job Offers
  - Police Department – The Evidence/Crime Scene Technician and Evidence/Crime Scene Custodian began employment on 08-26-13.
  - Public Works/Wastewater Collections/Reuse – The new Maintenance Worker II began employment on 08-26-13.
  
- Terminations/Resignations/Retirements
  - FY Attrition – M/E 7-31-13: 5.52% (excluding retirements).

#### Employee/City Benefits Program Update

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

#### City Events/Employee Relations Update

- New Employee Orientation was held on 08-26-13 with seven new employees attending. 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
- Employee Appreciation Day will be held on October 23, 2013.

#### Training & Development Opportunities

- LEAPS: Ethics Training was held on 08-28-13 at the ATC.
- LEAPS: Diversity Training with Mark Toombs. HR has scheduled sixteen (16) workshops beginning in October for employees to attend.
- Wellness COVE – Lunch & Learn: How Financial Success Happens was held on 8-28-13.

#### Risk Management Projects

- Continue project planning for HIPAA.
- Work on final edit of Safety Manual.
- Begin learning about Global Harmonization Schedule for hazardous chemicals in the workplace.
- Continue research lightning detection protocol for worker safety.

### **Information Technology (IT)**

- Information Systems (IS)
  - Work Plan Projects
    - Finance/Community Development – CRM system replacement - Contract is with the Legal Department for review.
- iSeries system (HTE Sungard Naviline) - None
  - Windows Servers: - None.
  - Networking System: - None.
  - Work Orders: - 28 New work - 48 completed - 48 in progress
  - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	38,086	Inbound E-Mails Blocked	26,058
Delivered Inbound E-Mails	11,889	Quarantined Messages	139
Percentage Good Email	31.2%	Virus E-Mails Blocked	114
- Notable Events:
  - None
- Geographical Information Systems (GIS)
  - Addressing Additions: 9 Changes: 7 Corrections: 0
  - Map/Information Requests: 21
  - Information Requests from External Organizations: 2
  - CIP Related Projects (pavement management, project tracking map): 0
  - Meter GPS locate and ID: 22,502 total, completed 15,287 (68.0%) potable 14,819, Irrigation 468
  - Notable Events: Updated 13 mapping layers reflecting five new annexations.

### **Leisure Services**

- Administration

Meetings attended/hosted:

  - Public Works weekly meeting.
  - City Manager weekly meeting.
  - Director and Recreation Manager attended FRPA Conference.
  - Supervisors staff meeting.
  - Park Visits.
  - Athletic field maintenance staff meeting.
  - Andy Romano Beachfront Park visits.
  - Staff meeting held with Parks, Athletic Fields and Building Maintenance Foremen.
  - Met with janitorial contractor.
  - Met with landscape contractors for weekly updates.
- Athletics
  - The Ormond Beach Shuffleboard Club continued to hold their weekly play on M, W, & F's at the Sports Complex. Play is at 1pm daily.
  - The City's Coed Softball League continued this week with 8 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 8:40 pm.
  - The Ormond Beach Golden Spikes continued practices for their upcoming Fall Season this week at the Nova Fields.
  - The Ormond Beach Soccer Club's Competitive Teams continued practices for their upcoming Fall Season & Tournaments.

- Calvary Christian Academy Football will host another home game at the Sports Complex Championship Field #7 on Friday night at 7pm. This is the second of six home games.
- The Ormond Beach Pop Warner Football Program will open their season at the Sports Complex Championship Field #7 on Saturday at 9am & play different age divisions throughout the day. This is the first of 4 regular season home dates.
- The City Youth Flag Football Program has Skill Assessments make-up day on Monday night at 6pm for all age groups.
- The OBYBSA Lady Renegades have their make-up tryouts on Tuesday night at the Softball Quad at 6pm for all age groups.
- Seabreeze High School JV Football has their first of 4 home games on Wednesday night at 6pm at the Sports Complex, Championship Field #7.
  
- Athletic Field Maintenance
  - Mowed South Ormond softball outfield.
  - Went to South Ormond Rec. to clean tennis and basketball courts.
  - Went to Osceola school to tend to the infields, tennis and handball courts.
  - Nova Park- mowed infields and outfields.
  - Cleaned Skateboard Park.
  - Cleaned hand ball and basketball courts at Nova.
  - Cleaned tennis courts at Nova Park.
  - Picked-up and dropped off equipment to Fleet on daily basis.
  - Made fuel runs for equipment.
  - Cleaned restroom, offices and lunch area of Maintenance Building.
  - Continued mowing of baseball fields, 3 times a week.
  - Continued mowing of the soccer fields, 2 times a week.
  - Continued mowing of the softball fields, 2 times a week.
  - Continued mowing, edging and trimming the T-Ball fields.
  - Replaced sprinklers as necessary.
  - Daily clean up of Limitless Playground by the softball Quad.
  - Mowed Football Fields at Ormond Beach Middle School.
  - Cleaned all sports parks of debris/trash from the events over the weekend.
  - Had competitive soccer leagues practicing Mon.-Fri., on fields 1-4, 9 & 10.
  - Adult Co-ed league has started. They play Mon. – Wed. Depending on the rain.
  - Trying to find bad irrigation valve on the football field at the OBSC so that we can fix it.
  - Prepping fields for OBGS baseball clinics and All-star practices.
  - Began spreading Pre-emergent fertilizer on all fields. Finished at the Airport complex.
  - Spraying all fence lines with weed killer.
  - Prepared soccer field #4 to be game ready for Saturday.
  - Began turf removal on soccer field #8.
  - Painted and prepped the football field for CCA and OB Pride teams for Fri. and Sat. games.
  - New scoreboard was installed on the football field.
  - Put out extra goals for soccer practices. Trying to avoid wearing out the game field areas.
  
- Senior Center
  - Granada Squares Dance was held on Tuesday from 6:30pm to 9:00pm
  - Jimmy Dorsey Orchestra Then and Now met on Thursday from 7:00pm to 9:00pm
  - Tomoka Duplicate Bridge was held on Saturday from 11:00am to 4:00pm
  - Chinmaya Church was held on Sunday from 9:00am to 1:00pm
  
- Performing Arts Center
  - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:

- Monday: Show Club held regular classes. Kopy Kats held regular classes. CMT held regular classes.
- Tuesday: Show Club held regular classes. CMT held regular classes.
- Wednesday: Show Club held regular classes. CMT held regular classes.
- Thursday: Show Club held regular classes. Kopy Kats held regular classes. CMT held regular classes.
- Friday: CMT held regular classes.
- The Performing Arts Center is preparing to host the following events:
  - Indian Cultural Society of Daytona, Tuesday, August 27th, 6:00pm to 11:00pm
- South Ormond Neighborhood Center
  - Splash Pad ( OPEN DAILY @ 10:00AM)
  - Pride football on Wednesday (6:00pm until 8:00pm)
  - Fitness room open( center hours )
  - Open gym (center hours only)
  - Roof repair should be completed by end of week
  - Center prep /clean up for event on Sunday
  - Coordinator to attend FRPA Conference on Wednesday
- Community Events
  - Weekly administrative tasks, office work, meetings and activities
  - Set up, staffed and break down of "Faces of Pride, Then and Now" at the South Ormond Neighborhood Center, Sunday, August 25<sup>th</sup>
  - Assisting with sponsorships and marketing for the 2013 Senior Games
  - Distribution of Senior Games flyer
  - Attended Senior Games Committee meeting
  - Distribution of kids' fishing tournament flyer scheduled for Saturday, September 7, 2013
  - Attended week long FRPA Conference in Orlando
- Gymnastics
  - August/September classes are in session.
- Nova Community Center and Special Populations
  - FitGyms conducted their personal training and tennis lessons.
  - Adult Jazzercise continued throughout the week
  - Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
  - Open play took place various times during the week for those who participated in basketball, pickleball, ping pong, the game room and the exercise room.
  - Play Unplugged is again being offered for children ages 4-10 from 3:00-5:00pm every day. Each week different activities are planned including arts and crafts, obstacle courses, sports, and board games.
- The Casements
  - Yoga Classes ended until September
  - Pilates was held in the Dance Room on Monday, Tuesday, Wednesday, Thursday and Friday
  - Tours continued Monday - Friday from 10am to 3:30pm and Saturday 10-11:30am.
  - A Greek Cooking Class was held in the kitchen on Saturday morning
  - A wedding was held in Ormond Memorial Gardens on Saturday evening.
  - The Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.
  - The Guild crafters met in Room 203 Thursday afternoon.
  - The set-up for a wedding took place in The Casements on Friday afternoon.
  - A wedding rehearsal was held in Ames Park on Friday evening.

- Parks Maintenance
  - Removed burrs and sanded edges of reservation boxes at A.R.B.F.P.
  - Sprayed for weeds around dock and BBQ grills at Riverbend nature park
  - Repaired beach access handicap chair at A.R.B.F.P.
  - Removed graffiti from men's room at Fortunato park
  - Repaired loose handrail at Cassen park
  - Repaired soap dispenser at Fortunato park
  - Installed informational sign for the lightning detector at A.R.B.F.P.
  - Completed weeding of beds at A.R.B.F.P.
  - Pressure cleaned pavilion #3 at A.R.B.F.P.
  - Trimmed back overgrowth around bench at Riviera park
  - Citywide safety inspections of parks and equipment.
  - Weekly inspections of park facilities for reservations
  - Call Out = 0
  
- Building Maintenance
  - Weekly Inspection of Airfield Runway, Taxiway lighting and directional signage
  - Daily PM of City Vehicles and equipment as necessary
  - Purchased and hung mirror over sink in Building Maintenance Section
  - Diverted condensate line for Plumber @ City Hall Conference room project
  - Caulked kitchen sink and counter top Fire Station 92
  - Re-hung clock in Tradesworkers' office
  - Assist with shower repair, Andy Romano Park
  - Started logistics of re-belted (Maintenance) exhaust fans @ Fleet Garage
  - Picked up ice machine head and storage bin from contractor deliver to City Hall
  - Picked up piping and fittings for Ice Machine connections
  - Picked up pipe connections for AHU drain re-connect after contractor installed new drain
  - Hung plaque in Public Works Administration area
  - Cleaned six, City owned ice machines
  - Procured electric staple gun for The Casements
  - Changed and serviced five exhaust fans @ Fleet
  - Repaired floor drain at Fire Station 93
  - Installed fence around Splash Pad equipment at Andy Romano
  - Called for pest control at PAL House
  - Repaired fountain at Fortunato Park
  - Met with Volusia County Health Inspector at SONC Splash Pad
  - Ordered 3 Fan Control Switches for the new conference room at City Hall
  - Checked the Fountain at Arroyo for overflow
  - Cleared inside water cooler drain at Nova
  - Cleaned gutter at building A Senior Center
  - Replaced feature pump basket at SONC
  - Changed photocell at Granada and Ridgewood Ave
  - Repaired Fountain not working at Hospital Park
  - Weekly inspection of the Water Wheel and sump pumps at The Casements
  - Weekly maintenance of fountains at PAC, Bailey's, Arroyo, Riviera, Hospital Park, Fortunato, and City Hall
  - Weekly inspection of Andy Romano and SONC Splash Pads
  - Prepare maintenance Invoices and receipts for City Facilities

### **Police Department**

#### **Administrative Services**

- Command Staff attended funeral services for a Department's family member who was also an Ormond Beach Police officer in the late 1970's.

- Attended quarterly City Department Head and Division Manager staff meeting held at the Police Department.
- Attended a Wellness Action Committee meeting.
- Attended monthly Volusia County Police Chiefs meeting.

#### Community Outreach

- PAL staff worked on the upcoming PAL golf tournament, *Golfing for Youth*. The tournament will be held at River Bend Golf Course.
- Community Program Coordinator Lisa Messersmith and Community Outreach Recreation Leader Belinda Legut attended the annual PAL Director's conference in Orlando this week.

#### Community Services & Animal Control

- Animal Calls: 48
- Animal Bites: 1
- Animal Reports: 9
- Animals to Halifax Humane Society: 11
- Dogs 2
- Cats 9
- Traps Issued: 3
- Sick Wildlife: 1
- Informing and assisting residents in the Primp Your Pit Spay & Neuter Program from Redinger Clinic.

#### Criminal Investigations

- Cases Assigned: 31
- Cases Cleared by Arrest/Complaint Affidavit: 2
- Cases Exceptionally Cleared: 10
- Inactive: 17
- Fraud: 5
- Burglary Business: 0
- Burglary Residential: 5
- Larceny Car break: 9
- Grand Theft: 5
- Auto Theft: 3
- Offense Against Family/DCF Reports: 0
- Missing Persons: 2
- Recovered Missing Persons: 0
- Sex Offense/Rape: 1
- Robbery: 1
- Assaults: 0

#### Narcotics

- Three Search Warrants
- Two Buy Walks

#### Comments:

- Burglary: Investigators continue to work on a North Halifax daytime burglary where the door was kicked in and the home ransacked.
- Sexual Assault: Investigators have obtained arrest warrants for a 22 year-old Ormond by the Sea man for having an inappropriate sexual encounter with a 14 year-old female. The subject was arrested for two counts of Lewd and Lascivious Acts on a minor child under the age of 16.

- Residential Burglary Arrest: Tomoka Oaks burglar (Mr. Velez) investigation was reopened after he was linked to another residential burglary. Additional charges may be filed.

#### Records

• Walk - Ins / Window	83
• Phone Calls	135
• Arrest / NTA'S	21
• Citations Issued	93
• Citations Entered	108
• Reports Generated	146
• Reports Entered	145
• Mail / Faxes / Request	16

#### Patrol

• Total Calls	1,612
• Total Traffic Stops	194

#### Operations

##### Crime Opportunity Report Forms: 104

- 8/21/2013
  - Stolen Vehicle, 1000 St. George's Place, enclosed trailer taken from the parking lot over night.
  - Burglary (Business), Caffeine (49 W. Granada Boulevard), subject forced entry to the tiki bar. Video showed it was an ex-employee who lives nearby. Subject was contacted and subsequently arrested.
  - Burglary (Residential), 858 North Halifax Drive, side door to garage was kicked in. Home was ransacked and numerous items taken. Jewelry, Play Station, TV's etc.
  - Carbreak, 68 Old Wiggins Lane, Vehicle most likely left unlocked. Knife taken.
  - Narcotics Arrest, Ormond Beach Middle School, student was found in possession of Marijuana under 20 grams. Arrested and turned over to his parents.
  - Narcotics Arrest, South Yonge Street/Central Avenue, suspect arrested for possession of Marijuana under 20 grams at a traffic stop after a K9 alert.
- 8/22/2013
  - Carbreak, 43 Ormond Green Blvd. Unlocked vehicle, military duffle bag with one uniform, poncho and a notebook
  - Narcotics, Arroyo Pkwy/Santa Ana Av, male arrested for felony drugs after traffic stop.
  - Narcotics, S Yonge St/W Granada Bv, male arrested for possession of Marijuana under 20 grams. Released at scene after being issued a Notice to Appear.
  - Violation of Probation (VOP) Arrest, 1521 W Granada Bv (Wal-Mart), male arrested for VOP after being drunk at Wal-Mart.
  - Narcotics – Weapons Complaint, Cassen Park, during an extra-patrol of the park, a suspicious vehicle was located occupied by a female and male. The female was subsequently arrested for possession of Crystal Methamphetamine and Possession of a Firearm by a Convicted Felon. She will be transported to VCBJ. Investigation still ongoing at time of this report.
- 8/23/2013
  - Stolen Vehicle, 43 Laurel Ridge Break, 2007 Hyundai Azera with Florida Tag G771SH taken out of the driveway overnight.
  - Carbreak, 101 Business Center Drive, several trucks had gas and batteries removed overnight.
  - Carbreak, 664 N. Nova Road (Prince of Peace Villas), victim had their car broken into overnight.

- 8/24/2013
  - Stolen Tag, Hand Avenue and S. Nova Road, Vehicle with stolen tag fled from a traffic stop initiated by Officers Wilson and Bayne. There was no pursuit. We then got a call that the car drove into Rivergate Plaza recklessly and was possibly abandoned behind the plaza. We located the vehicle with a flat tire and Ofc. Brennan spotted the suspect walking down Nova Road. Ofc. Wilson was able to ID the suspect and he had the keys to the car in his possession. Registered owner advised she sold the vehicle to the suspect over 3 years ago. We found schedule II narcotics in the vehicle and several prescriptions from an Orlando doctor. Subject charged with Possession, Fleeing and Eluding, habitual traffic offender.
  - Car Break; 21 Southern Pine Trl; Cut convertible top to gain entry
  - Battery (Non DV); Skate and Shake (250 N US Hwy 1); several juveniles from a boys home on a field trip were in a physical fight; All subjects trespassed and two were arrested.
  - Shoplifting; Wal-Mart (1521 W Granada Blvd); over \$3,000 in Green Dot cards stolen and they were unable to be cancelled.
  - Attempted Burglary; 26 Oak Village Dr; Unk subject attempted to kick in the door. The resident screamed and the subject fled without making entry.
- 8/25/2013
  - Carbreak, 350 S. Ridgewood Avenue, window broken out and purse taken.
  - Carbreak, 333 West Granada (Gold's Gym), window broken out and purse taken.
  - Stolen Vehicle, 37 Park Place, 2010 Silver Ford Mustang with FL tag 8419HX stolen in the early morning hours. Victim last saw vehicle around 0200 hrs.
  - Carbreak, 5 Winding Woods Trails, Keys, shoes taken.
- 8/26/2013
  - Battery-Domestic Violence, 41 Laurel Oaks Cir, Adult female arrested and transported to the branch jail.
  - Battery-Domestic Violence, 72 Loyola Dr, A/M arrested and transported to the branch jail.
  - Trespassing, 195 S. Beach St (Ames Park), Adult male transient arrested for trespass after warning and transported to the branch jail.
- 8/27/2013
  - Burglary Residence, 22 Old Macon Dr. Front door was kicked in. Unknown what was taken at this time. Door and door frame damaged. Home is a foreclosure by the bank and it was difficult to get information from them.
  - Burglary residence, 616 Arroyo Pkwy. Foreclosed home had all of its copper taken. Maintenance person requested a report for the bank
  - DUI, 535 Oceanshore. Started out as a reckless driver. Adult female arrested
  - Narcotics, Santa Fe and Arroyo. Units were assisting Holly Hill with a perimeter. Adult male matching the suspect description was located with marijuana and arrested.
  - Battery-Domestic Violence, 1614 N US-1 #155 (Motel 6), Adult female arrested for domestic battery by strangulation and also a Failure to Appear warrant from Osceola County reference theft. The victim was arrested on a Violation of Probation (VOP) warrant from Georgia for narcotics. Both were transported to the branch jail.
  - Warrant Arrest, 735 S Nova Rd, A/M arrested on two Volusia County misdemeanor warrants and transported to the branch jail.
  - Carbreak, 1327 N US-1 (Hudson Tech) Rear window broken out and items stolen from vehicle.

Traffic Unit

- 13-08-00455, Motorcycle Crash – Fatal, 200 Block Ocean Shore Blvd. Two motorcycles southbound at high speed. Both lost control and crashed. One of the motorcyclists was ejected and died from his injuries. The other was hospitalized with non-life-threatening injuries.

- 13-08-00476, Crash, North Nova Road / Tomoka Oaks Blvd. Driver exiting the subdivision pulled out in front of a southbound vehicle. Both vehicles spun into the northbound lanes and became disabled.
- Traffic Citations 44
- 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:
    - Central Park Corridors
      - Division Avenue
      - Fleming Avenue
      - Hand Avenue Detour
  - Enforced Complaints:
    - John Anderson Drive
    - Clyde Morris Blvd.
    - Beach Street
    - Fleming Avenue

#### Neighborhood Improvement.

##### Weekly inspection statistics by Commissioner Zones

- Zone 1: 7 Cases Initiated
- Zone 2: 2 Cases initiated
- Zone 3: 3 Cases initiated
- Zone 4: 8 Cases initiated
- 11 signs have either been removed or sign cases created.
- 19 tree removal permit requests.
- Administrative staff assisted with forty-nine (49) telephonic inquiries.

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

##### Zone 1

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

##### Zone 3

- 1) 118 North St. Andrews - Received a call from an anonymous caller regarding property maintenance concerns at this location. The bushes on the front of the property are overgrown, the caller saw a 'river rat' go into the bushes, dead trees are covering the streetlight and overall lack of maintenance of the property. The house does have someone residing in it.

## **Public Works**

- **Engineering**

- **Construction Projects:**

- **Airport Rd. Forcemain Extension/Reclaimed Water Main Extension** – Prepared design for a pressure relieve valve system on the reclaimed watermain inflow line to the Breakaway Trails storage tank site. The flow capacity of the new reclaimed line has been excellent, without the need to run the pressure boosting system located on Airport Road. The reclaimed flow has been sufficient to meet the irrigation needs of Breakaway Trails and maintain proper tank levels for fire protection. The reclaimed system does experience pressure spikes when the automatic valve at the storage tank site closes when the tanks are full. Currently, the system overpressure is being managed by maintaining a partially opened bypass valve, but this creates a gradual overflow of the tanks, until system demand is increased during the night for irrigation. The pressure relieve valve system will eliminate this problem and allow the system to be run fully automated.
- **Tymber Creek Phase I** – Work continues on the southbound lanes of the widening, south of the bridge. Curb & gutter has been installed and road base has been graded and compacted awaiting asphalt paving. The retaining wall north of the bridge on the west side of the widening also continues under construction.
- **John Anderson Drive** – A preconstruction meeting was held on August 27<sup>th</sup>, the contractor intends to start work on September 9<sup>th</sup>. A variable message board along with the notice through CodeRed will be used to inform the residents of the upcoming construction. Zev Cohen & Associates will also send out a notice to the residents and schedule 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.
- **Hand Avenue** – The contractor has completed installation of all underground infrastructure. The contractor is focusing on preparing the section from Coolidge Ave. to west of Center St. for paving. Paving is expected for this section around the week of September 9<sup>th</sup>. The contractor has constructed the lake interconnects and replacement of the 3 pedestrian walkovers at the lake on the North and South side of Hand Avenue. The elliptical culvert across Hand Avenue was installed. In the areas that have been paved, we have installed 1-inch of paving and intend to come back once all phases are complete and install a second 1-inch lift on the entire length of the road. This will provide a final road with no joints which will enhance the final appearance and ride of the road. FDOT typically follows this procedure for State roads. For now there will be a 1-inch difference in the pavement elevation and the edge of curb which may result in some ponding in the areas of the storm inlets until the final asphalt lift is placed.
- **2-inch Water Main Replacement – Mainland** – Service connections were completed on the new watermain installed on Old Barn Trail, curb & gutter and driveway sections have been replaced in location necessary to install the new watermain. Site restoration is being worked on. The new watermain on Andalusia Ave has been installed and will be chlorinated, tested and applied for clearance at the same time as the new watermain which is being constructed on Parque Drive, which is near completion.
- **2-Inch Waterline Replacement – North Peninsula** - Clearance paper work has been submitted to the Volusia County Public Health Unit for clearance of the water main installation on Essex. Work continues to progress on streets in Ormond by the Sea.
- **2-inch Water Main Replacement - South Peninsula** – The contractor has started work on Ivanhoe Drive and has finished pressure tests and Bacteriological testing for Cardinal Drive, Jamestown Drive, Stanford Road, and Princeton Avenue in order to allow final service connections to be made to the new main. A proposed schedule has been posted on the City's website and will be updated monthly.
- **Central Park Lake Interconnects** – The contractor has relocated the raw water main and has installed the elliptical culvert and will begin work on the retaining walls and boardwalk across the canal.

- Cassen Fishing Pier and Guardrails Under Bridge – Engineered structural drawings are being prepared to secure appropriate Building permits.
- Wilmette Avenue Bypass Pump Station - A pre-construction meeting for this project was held Friday, August 23, 2013; JD Weber is working with the suppliers to deliver the necessary elements; it is anticipated that delivery will occur in 10 – 12 weeks.
- South Ormond Neighborhood Center- Certificate of Substantial Completion has been issued. Final Building permit has been issued, final project inspection is being scheduled
- Downtown Underground Utilities Conversion - Work began on the project (Phase 1) the week of August 12, 2013; the contractor is continuing on work in Phase 1 of the project. A bi-weekly progress meeting is scheduled for 8/28/2013.
- FDOT A1A Left Turn Lane at Lynnhurst Drive - Masci began construction of the A1A left turn lane on July 19 with the construction scheduled for completion on September 30.
- OBSC Multi-Use Fields – Construction of the 2 multi-use fields began on August 15<sup>th</sup> with installation of silt fence and relocation of 5 gopher tortoises. Clearing to resume after Labor Day.
- 2013 Roadway Resurfacing - Milling and paving has been completed on Park Ridge Way, Park View Lane, Lake Meadow Way, Park Crossing Circle and Park Meadow Circle. Milling has been completed on Arborvue Trail, Nature Trail, Lakebridge Drive and Hunters Run Circle.
- Downtown Median Landscaping – The contracts are currently being executed and construction is tentatively scheduled to start mid September.
- Franchise Utilities - Staff inspected FPL work along Airport Rd west of Tymber Creek Rd and ATT work along Old Kings Rd, for avoidance of conflicts with existing City utilities.

#### Design Projects:

- Environmental Learning Center –Staff was informed that the ECHO grant cycle for this year will be postponed until next year to allow Volusia County to review the Grant process.
- Nova Community Park Skate Park Expansion – Staff is coordinating geotechnical testing at the proposed site for construction design requirements.
- Audible Pedestrian Signals – Comments have been received from FDOT regarding the CEI Contract with PSI, modifications are being made by staff. FDOT is preparing a LAP Supplemental Agreement (SA) based upon the actual construction bid prices. This SA will be scheduled for the Commission to approve at their September 17, 2013 meeting.
- Downtown Banner – The FDOT has issued the construction permit. Staff is soliciting construction proposals to install the decorative poles, foundations and span wires.
- City Welcome Sign – Staff continues to work to secure an easement with Jaffe Corporation.
- Beach Ramp Beautification – The revised plans have been sent to the County for their permit review.
- Riverside Drive Drainage Improvements – A meeting was held with Zev Cohen and Associates where their 30% plans were presented and discussed. Additional information is being gathered by City of Ormond Beach Public Works, and the consultant's surveyor, Sliger and Associates.
- CDBG Oleander Bus Stop – Staff is preparing finalized design plans with FDOT assistance.
- OBSC Roadway Improvements - Received geotechnical report for soil borings along the proposed perimeter roadway path. The roadway pavement section is being designed based on the soils investigation and recommendations. The project technical specifications and bidding documents have been prepared to 80% completion.
- Fiber Optic Network Expansion – The City Attorney's office is finalizing review and a contract to piggyback the services bid by the City of Palm Coast for Fiber Optic installation and maintenance services to Danella Construction for the Phase 2 Fiber Optic

- project. The piggyback contract and work authorization for this project are scheduled to be presented to the City Commission on September 3, 2013.
- Revised FEMA Flood Insurance Rate Maps (FIRM) - Revised, final draft copies of the Flood Insurance Rate Maps for Ormond Beach were received by the City the week of May 13. City review period is complete, and it is anticipated that revised maps will be issued with a letter of final determination during the month of August.
  - Corrugated Metal Pipe Rehabilitation - Project has been advertised for competitive bidding.

Administration/Meetings/Customer Service/Other:

- Held weekly progress meeting for Hand Avenue Improvement project.
  - Held John Anderson Drive preconstruction meeting.
  - Attended FDOT LAP workshop.
  - Magnolia Wall measurement (Weekly).
  - Residential SWMP Permits review and filing (Weekly).
  - Locate, Scan, Examine, Archive, and Prepare for Storage Non-digitized plans (ongoing).
  - Attended Community Organizations Active in Disaster (COAD) workshop which discussed various private organizations working in conjunction with local governments to provide assistance during and after disasters.
  - Created work in the right-of-way permit for 277 N Ridgewood per AT&T request.
  - Located plans of N Washington & Granada and inserted them into drawing for Downtown Landscaping Project.
  - Researched and created utility exhibit map for Division Ave (between US1 and S Ridgewood) as requested by AT&T engineer.
  - Meeting with building maintenance to discuss building and site plans compiled for their use.
  - Compiled and Plotted Fire Station site plans & floor plans.
  - Researched and created map of reuse crossing at Lewis St.
  - Researched and provided drawings and right-of-way information along Division Ave PER surveyor (ATS) request.
  - Researched and provided information from the original SPRC comments of the Crossing Subdivision regarding buffer maintenance as requested by the Streets Div.
  - Began researching the pump curve information for the N Oceanshore area lift stations as requested by the Utilities Div.
  - Created overall map showing all stormwater diverted to the Central Park Ph1 Lake as requested by City Engineer.
  - Reviewed the boundary survey of the recently acquired property along Old Kings Ave and Hammock.
  - Completed tree locate at Tomoka Oaks Entrance as requested by NID.
- Environment Management
    - Street Maintenance
      - Asphalt / Concrete
        - Pulled barricades at Reflections Village, Raymonde Cir., Greenfern Cir., and Seminole & A1A
        - Asphalt repairs for the Water Department at 172 University Cir, and on Crooked Tree Trl.
        - Asphalted potholes on Pineland Trl.
        - Repaired patches with asphalt at 294 S. Orchard, at Golfview & N. Halifax, and at University Cir.
        - Asphalted low are areas on Bennett Ln.
        - Filled in with top soil where sidewalk was removed at 294 S. Orchard St.
        - Removed sunken concrete and replaced at 694 Flamingo
        - Concrete repair for the Water Division at 17 Greenfern Cir.

#### Tree Crew

- Trimmed & cleaned up at City yards and City Hall (including Corbin St. parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Maintenance of tools at Public Works Saw Shop
- Cleaned various ROW (Right-of-Way) locations
- Trimmed trees on Northbrook Dr., on Jeannette Dr, at 675 Alcazar, at Marvin Rd. Cemetery, on Fleming Ave., at 176 S. Beach St., at 750 Nova Rd., at 3902 S. Ridgewood (across), at 274 Washington Pl., and on Overbrook Dr.

#### Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Daily maintenance of various vehicles in Public Works Yard
- Printed daily work orders and distributed for job assignments
- Trimmed & edged sidewalks on Old Kings Rd., Division St., S. Orchard, and Old Tomoka Rd.
- Trimmed trees in the Northbrook Dr. area

#### Sign Shop

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

- Various Locations, checked for signs that may need attention or replacing
- Sign Shop, fabricated signs for various jobs
- Sign Shop, entered & printed work orders for daily job assignments and checked out quotes for ordering materials
- Various Locations, installed stop & speed limit signs
- Breakaway Trails, got with James Davis regarding reclaimed water signs that will need to be installed
- Sign Shop, trained employee

#### Stormwater Maintenance

##### Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Shop Area – cleaned work area
- Andy Romano Park – TV'd the collapsed pipe that runs through center of park driveway
- System Inspections – Andy Romano Park, 762 S. Beach St., and 6 Twelve Oaks Trail
- Sprayed FDOT (Florida Department of Transportation) ponds – Nova Rd. & Lakebridge

#### Vactor

- Fleet – took truck in because of issued
- Zones 1 & 2 – cleaned
- Jamestown Dr. - cleaned

#### Mowing

- Reachout Mowing – Both Nova Road ponds, Nova Recreation pond & Lakebridge pond, Sanchez ditch & SR40, west

Street Sweeping/Streetsweeper

- 96.5 miles of road cleaned (This is for 4 1/2 days – also employee in training on using the Streetsweeper)
- 18.5 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week  
29,671

PM Services completed for the week:  
Emergency—Vehicles and Equipment

6

Non-Emergency Vehicles and Equipment

7

Road Calls for the week:

2

Quick Fleet Facts:

- Fleet has 9,191 gallons of unleaded and 8,117 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,514 gallons of unleaded and 938 gallons of diesel.
- Fleet completed 41 work orders this week.

- Utilities

- Annual Chemical Bid & Procurement – Received Exhibit A requested by Legal from Thatcher Chemical and F2 Industries. Insurance changes by AirGas Specialty Corp. and Airgas Carbonic are under review. An award recommendation is prepared for the October 1<sup>st</sup> City Commission meeting.
- Concentrate Monitoring and Disinfection Upgrades – Received FDEP acceptance of Project Certificate of Completion.
- Concentrate Piping Connection to Reuse Storage Tank – Consultant (QLH) revised plans and specifications to include staff comments.
- Division Avenue Well Field Raw Water Piping – Project kick off meeting to be scheduled. Connection of the raw water piping at the north and south ends of Division was discussed to provide a reliable bypass if needed.
- Cross Connection Control (CCC) Program Management Services - Draft Specifications are nearing completion.
- Dual Check Valve Assembly Installation and Procurement Services – Specifications are being prepared for backflow assembly purchase and installation in reuse service areas. Bids to be solicited next fiscal year.
- Airport Road Force Main/ Reuse Main Project – Quotations solicited from interested contractors for installation of a pressure relief valve and bypass piping at the booster pump station located at Breakaway Trails. Awaiting final payment authorization for project.
- Laboratory Testing Services Contract – Contracts were sent to ALS Laboratories for execution. Awaiting receipt of certificate of insurance. A meeting with the lab is set up next week to develop sampling pickup and delivery procedures.
- Mainland, North & South Peninsula area 2-inch Water Main Replacement Projects are underway. Plumber quotations are being reviewed to install the service lines from the house to the relocated meter as applicable.
- North Peninsula Force Main Extension – Information on private lift stations connecting to the A-1-A force main is being researched to be provided to design engineer.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Influent PS Pump #3 start-up activities are delayed until the controller in the VFD can be replaced. Pump #1 motor was repaired but the VFD is inoperable. Arrangements are being made with

- Siemens to diagnose and repair the VFD. Contractor is continuing attempt to get the power module for Pump #3 replaced under warranty.
- Ormond Beach Wastewater Treatment Plant Expansion – Quotations are being obtained to install the actuators received with this contract on the clarifier feed lines to the RAS building. It appears that Dezurik valves will be used with the actuators. Warranty items on going.
  - John Anderson Drive Roadway Improvements – A preconstruction meeting was held on August 27<sup>th</sup>. Volusia County Health Department permit for water mains and FDEP permit for force mains were issued.
  - Rima Wells Auxiliary Power Generator – Generator upgrades proposed to power 2 additional wells. The mechanical engineer visited the site to obtain field information on the generator installation and building ventilation. Input/output information on the existing SCADA was given to the electrical engineer.
  - Root Control Services – Sanitary Sewer Collection System – Contractor requested to start work on September 9<sup>th</sup>. Notices will be distributed on September 3<sup>rd</sup>. Project notice and maps are currently being prepared to notify affected customers and for placement on City's web site.
  - Saddler's Run Lift Station Rehabilitation – Work Authorization approved for design services by QLH & Assoc.
  - Sanitary Sewer Pipeline Repair – Project is presently advertised for bid.
  - SR 40 from Tymber Creek Road to Perrot Resurfacing – Awaiting construction commencement by FDOT Contractor.
  - Town Square, 4M1, 9M and Wal-Mart Lift Station Rehabilitation – Awaiting contractor response to shop drawing comments. The notice to proceed will be issued on September 30, 2013.
  - Tymber Creek Road Phase 1 Utility Relocation Project – Contractor is performing roadway and stormwater improvements north of the Little Tomoka River. Utilities staff supporting contractor activities as necessary.
  - Water Storage Tank Cleaning and Inspection – The vendor is preparing a schedule for beginning the cleaning early next year.
  - SPRC – Reviewed revised CVS concept plans located at the Nova-Granada intersection. Reviewed plans for a proposed lot split at 393 John Anderson Drive. Reviewed revised plans for River Oaks Subdivision and met with the developer and engineer to review comments. Water permit applications were submitted to Volusia County Health Department for River Oaks Subdivision. Reviewed plans for SR Perrott Distributors. Set up a meeting to review comments with the design engineer. Reviewed revised plans for Hospice of Volusia/Flagler. Discussed development options for the church at 100 N. Halifax. A six unit development is proposed.
- Water Distribution
    - Exchanged 23 residential/commercial broken or unreadable water meters
    - Responded to and/or repaired 7 water service leaks
    - Installed 5 new water services and meters
    - Replaced 6 water services due to age of piping and low pressure
    - Connected 10 new water services on Old Barn Trail
    - Repaired/replaced 8 meter boxes
    - Responded to 6 low water pressure and 4 discolored water complaints
    - Assisted 6 customers with misc. water issues (i.e. stiff valves, leaks in homes, etc.)
    - Performed maintenance on 15 City owned fire hydrants in the mainland base map B4 grid area.
    - Performed testing on 3 city owned backflow preventers.
    - Repaired a 2" water main break on Plaza Dr
    - Performed valve maintenance on 8 valves in water base map A3.

- Performed maintenance and adjusted timer on automatic fire hydrant flushing device in Chelsea Place subdivision
- Assisted Wiggington Fire Systems with shutdown of fire main at 901 S Atlantic Ave (Aliko Atrium)
- Performed shutdown and assisted Thad Construction with new water main connections on Essex Dr
- Performed water main flushing on the new water main on Essex Dr
- Rescinded the boil water notices on Briggs /Raymonde Dr and Cardinal Dr
- Utility locate service for water/wastewater/reuse: received notice of 122 regular and 4 emergency utility locates for the previous week. Continued ongoing locating for Hand Ave Utility/road project, Tymber Creek Rd widening. Continued 2" water main replacement project locates in the North Peninsula, south peninsula, and mainland areas.
- Continued locate assistance with a directional boring company installing fiber optic conduit along US1 and the burying of overhead utilities on Granada Blvd and adjacent areas.
  
- Water Treatment
  - Delivered to the City 34.956 million gallons for the week ending Aug. 25, 2013 (4.956 MGD)
  - Backwashed 12 filters for a total of 460,000 gallons backwash water.
  - Produced and hauled 67.5 wet tons of dewatered sludge.
  - Operated north & south plant generators for routine PM.
  - Sampled, tested and cleared two boil water notices.
  - Adjusted Shadow Crossing fill rate from reuse to 700 gallons per minute
  
- Wastewater Collection – Reuse
  - Crews responded to four trouble calls Breakaway/Hunters Ridge PEP System service area and four in town.
  - Welcomed new employee, Angelo Veleski (8/26/13). Interviewed applicants for Maintenance Worker IV positions.
  - Completed MOT training for Dee Willson & Mark Abramajtis.
  - Repaired 8" reuse main line at 42 Golf View Ln.
  - Drop off 1" reuse filters @ 420 Idlewood and 108 Driftwood.
  - Televised storm water system at 839 S. Atlantic Ave. for Storm Water Division.
  - Ten inch force main at 1085 Ocean Shore Blvd. pressure @ 7 psi and 10 psi at Spanish Waters Lift Station, 12" line @ 7 psi Ormond Mall lift station 08/27/13.
  - Low pressure sewer psi reading Westland Run 17/16 psi, Foxhunters Flat 19/18 psi and 4" on Shadow Creek Blvd. 8/6 psi.
  
- Wastewater Treatment
  - Domestic and Industrial Wastewater flow was 30.05 Million Gallons.
  - Produced 21.01 Million Gallons of Reuse.
  - Produced 9.04 Million Gallons of Surface Water Discharge.
  - Influent flows average for week @ 4.29 MGD, plant designed for 8 MGD.
  - Hauled tons of sludge 84.41 (14%-18% Solids).
  - Sampled dewatered solids for USEPA 503.13 parameters.
  
- Utilities Maintenance Division
  - Water Plant - Well Fields - Booster Stations
    - Rotated wires for Lime Slurry pump #3
    - Repaired sample ports for water distribution system at Airport Rd. and Pine Trail locations
    - Performed plant PM's
    - Fabricated new water distribution system sample port boxes
    - Replaced backup batteries Tomoka State Park booster station
    - Meeting at well 35R for generator upgrade with consultants

- Standish booster station SCADA not responding, tripped control circuit, reset breaker – all okay

Wastewater Plant – Lift Stations

- Effluent pump #3 actuator not responding - reset parameters - okay
  - Identify power wiring for future RAS valve actuators
  - Took NTU meter offline per operator request
  - Troubleshoot PH meter - bad preamp - new one on order
  - Corrected aerator wetwell level reading on SCADA
  - Site visit - 6M for generator relocation from well 35R
  - 8P follow up from call out check station status
  - 8M3 SCADA no starts pump #1 reset motor starter – all okay
  - Performed weekly PM's at Grit Snail, Poly Blend #1& #2, Digester Blower #1, #2, #3, Clarifier #1, #2, #3, #4, Bar Screen #1, #2
  - Performed 24 monthly PM's at lift stations
  - Reaeration tank – flapper gate leak reported- no leak found - possible debris causing intermittent leak – all okay
  - Sludge feed pump#1- leak at packing gland- adjusted – corrected- will monitor
  - Deer Creek-SCADA- high starts noted- cleaned probe – all okay
  - Grit Snail-assembled and installed new wash down line
  - Operations building secure 1” wash down line on catwalk
  - Operations building-sprinklers stuck on - cleaned debris and blockages at timer valve
  - 13M-SCADA- pump #2 stuck on, checked and adjusted floats – all okay
  - 12M-SCADA-no run time pump #2 check motor starter – all okay
  - 8P-WIN911- high level-debris on wet well probes - false high level signal
  - Influent room deragged pumps per lead operator
  - Fermentation Submersible Mixer #10 installed and reconnected
  - Hunters Ridge-WIN911- high level-adjusted float – all okay
  - 68 work orders completed and closed this week
- Wastewater Collection/ Treatment/ Disposal Regulatory Activities
    - Waste Water Treatment Facility Permit: Received FDEP acknowledgment of receipt and modified Discharge Monitoring Report Sheets for expansion and LPRO concentrate monitoring.
    - Reclaimed Water Educational Program: Final approval has been given to the printer and the brochures should be distributed in the next two weeks to the City's reuse customers.
    - EPA DMR-QA: Staff delivered the results of the study to the State's EPA DMR coordinator. The study provides an evaluation of the laboratories utilized for the City's WWTP NPDES permit analysis.
    - Received request from Energizer for meeting to discuss future wastewater discharges from facility processes.
  - Water Supply/ Treatment and Distribution System Regulatory Activities
    - Cross Connection Control Program (CCC): Staff is updating scope of work and specifications for the City's future CCC program needs. The scope of work modified significantly from the previous service contract. The scope will be focused on optimizing overall program compliance in accordance with FDOH requested improvements of City program.
    - Pretreatment Effluent Pumping System (PEP) Brochures: Staff is revising the City's current PEP tank system brochure to reflect the current policies and procedures.
    - Logistics Meeting with new Contract Laboratory: Staff is meeting with the City's new contract laboratory to discuss the logistics of a smooth transition.

**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 September 3, 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:
    - Identifying potential issues with system upgrade to relay to vendor.
    - Awaiting scheduling of architectural admin training