

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: September 13, 2013

This is a weekly staff report that is used as a management tool that I thought you might find helpful. The departments are listed in alphabetical order.

City Manager

Reviewed and prepared with staff as follows:

- One on one meetings with City Attorney, IT Manager, and Police Chief
- State of the City update meeting with City staff

Spoke to, attended and/or met with:

- Fishing tournament at Bailey Riverbridge Park, on Saturday
- Rotary meeting
- Held Meeting with the Manager
- City Attorney, Deputy City Attorney and I met with Attorney Larry Stout regarding airport lease rates
- Foreclosure Prevention workshop held by Mid-Florida Housing Partnership, Inc.
- Met with Jeff LeFever regarding airport issues
- Met with Jim Cameron, Daytona Chamber, as part of his bi-monthly meetings with the business community – we discussed the budget
- City staff and I met with CDM staff on contract issues
- Fire Chief and I met with Sheriff Johnson regarding dispatch

Community Development

- Planning Services
 - The Planning Board held a public hearing on Dimitri's Restaurant Special application for outside entertainment on the roof deck. Several emails and notices from property owners and residents were filed and included as part of the testimony. Concerns of the neighbors focused on noise and the commitment of Dimitri's management to self police the outdoor entertainment. Dimitri's requested outdoor entertainment to include Karaoke from 11:00 am to 10:00 seven days a week. Staff recommended that Karaoke be restricted to inside the building and that only two entertainers be permitted with no base on the upper deck. The Planning Board recommended approval subject to staff conditions and that the hours be consistent with other approved outdoor entertainment applications (S-Th 4-10; F-S 4-11). Other items requiring a public hearing that were approved included a LDC amendment; a small scale land use plan and zoning map amendment for 260 Williamson (US Post Office).
 - A revised Request for Proposal was prepared and circulated to Finance and IT on the Department's Electronic Plan (aka ePlan) Review Process Management Software. Included in the review was the staff of the Planning Department and included the Building Division and the Engineering Division.

In November 2011 the City Commission authorized an RFP for an Enterprise Resource System to provide integrated Land Management; Planning, Engineering, and Business

Permit modules as well as Financial, Utilities, Human Resource, Work Order, and Code Enforcement management modules. As part of that RFP, electronic plan processing was to be included in any selected land management system module. After a two year effort, the Enterprise Resource Committee will be recommending to the City Commission in October 2013 that the Tyler Munis bid be rejected. This enterprise portion of the RFP is under review for future re-issuance. The committee also learned that few if any vendors with a community development module have an integrated ePlan solution. All Enterprise Resource demonstrations indicated that a third party would be required to provide the ePlan portion of the land management; development services, permitting and engineering. Consequently, this RFP separates out the ePlan processing portion of the Enterprise Resource RFP and is considered a standalone software that can be integrated with the current THE community development module and can be configured to interface with any future new enterprise system that is selected as this will be a stipulated requirement.

- Building Services
 - 65 permits issued with a valuation of \$567,204.00
 - 157 inspections performed.
 - 8 business tax receipts issued
- Development Services
 - SPRC did not have any new activities which have not been reported previously.

Economic Development

Economic Development

Ormond Crossings

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

Airport Business Park

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

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

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

- the HAAA Board decided to review the matter in more detail. The Chamber Tourism Committee met to discuss other funding options which will include sponsorship and advertising. Staff also met with the Chamber membership outreach program and is developing strategies to survey the businesses in the City. Staff is including the funding for the Tourism Guide as part of the Chamber's 2014 Service Contract request.
- Staff met with the members of the Main Street Economic Restructuring Committee to discuss potential development opportunities in the district.

Prospective Business Attraction/Retention/Expansion

- Staff continues to be in contact with the property owners and the real estate broker of the Food Lion, which is located along East Granada Boulevard, to discuss possible users of the property and any assistance the City can provide to attract a replacement grocery store at that location.
- Healthcare Billing Systems and Edge Physicians continue the redevelopment and reuse of the former furniture store next to Kalin Furniture for an office complex. The incentives have been approved by the City Commission. Florida Department of Economic Opportunity approved the Qualified Target Industry Tax Credit Agreement for Healthcare Billing Systems. Demolition of the interior of the building is completed and installation of walls and windows and HVAC systems is underway. Final completion is expected in late summer 2013. A grand opening is planned in late September.
- Staff is working closely with SR Perrott to facilitate the construction of a 90,000 square foot distribution facility at their vacant North US 1 site. The growth assistance funding was approved at the September 3 City Commission meeting and plans are now under review by staff to move the project forward.
- Staff met to discuss legislative priorities for 2014. A draft priority list will be presented to the Commission on September 17.

Airport Operation and Development

- Staff responded to a request from the Florida Airports Council to provide fuel flowage fee data as part of a survey of all airports in the state.
- Staff is working with AVCON to develop a project to clear certain obstructions in the vicinity of the airport, as identified by the FAA.
- Staff has requested and received proposals to develop new aircraft parking areas at the airport. Additional aircraft parking will relieve congestion and produce revenue for the Airport Fund.
- Staff completed and submitted to the U.S. Army Corps of Engineers a required "Self-Certification Statement of Compliance" regarding wetland mitigation performed as part of the Taxiway Alpha Relocation and General Airfield Improvements project.
- Staff met with representatives from Austin Outdoors to discuss mowing and grounds maintenance procedures for the airport. Staff has requested a quote from Austin Outdoors to conduct regular herbicide applications to combat penetrating weeds and overgrowth of the runway shoulders, taxiways, and ramp areas at the airport.
- Staff has been advised by the FAA that new instrument approach procedures for the airport will be available on October 17, 2013.
- Cadets from the Ormond Beach Composite Squadron of the Civil Air Patrol will participate in a Children's Expo on Saturday, September 14th at the News Journal Center in Daytona Beach. The Ormond Beach cadets have volunteered to monitor the "Kidz Zone Bounce Houses" and play area at the event.
- Staff met with Velie Appraisal Services who were hired by the Airport tenants to conduct a second appraisal of the land values at the airport. Staff expects the survey will be completed in mid-May. Should the 2 appraisals be within 10% of each other, then the difference in values would be averaged. Should the appraisal be more than 10%, a third appraiser would be mutually selected to determine the land values, which will be the basis for the adjustments to the lease rates. Staff met with representatives of the Airport tenants to discuss the

appraisal rates and has recently prepared rate proposals for the tenants review. Upon tentative approval by the tenants, staff will be revising each of the leases for approval by the Commission.

Finance/Budget/Utility Billing Services

- On-going Projects
Preparation of end of year audit
- Completed Projects - Weekly
 - Processed 46 Journal Entry Batches (#4926-5023).
 - Approved 35 Purchase Requisitions totaling \$720,218.22.
 - Issued 22 Purchase Orders totaling \$115,355.72.
 - Prepared 93 Accounts Payable checks totaling \$282,845.06 and 24 Accounts Payable EFT payments totaling \$980,518.47.
 - Processed 4,437 cash receipts totaling \$624,526.34.
 - Processed 2,257 utility bill payments through ACH totaling \$63,043.93.
 - Processed and issued 5,238 utility bills with billed consumption of water of 38,349k.
 - Issued 875 past due notices on utility accounts.
 - Auto-called 139 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - The Casements Centennial (10/19)
 - Kopy Kats Presents "Decades" (November 1-3)
 - FPL Tree Trimming (mid-September)
 - John Anderson Drive Road Closure (Beginning September 16th)
 - John Anderson Drive Road Closure – Updated (Beginning September 16th)
 - Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Attended weekly staff meeting
 - Attended State of the City meeting
 - Attended Foreclosure Workshop facilitated by Mid-Florida Housing Partnership
 - Attended quarterly Local Mitigation Strategy (LMS) meeting
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

Weekly Statistics

- Fires: 2
- Fire Alarms: 1
- Hazardous: 7
- EMS: 67
- Motor Vehicle Accidents: 9
- Public Assists: 36

TOTAL CALLS: 122

- Aid provided to other agencies: 13 calls – Daytona Beach (5), Volusia County (8)
- Total staff hours provided to other agencies: 14
- # of overlapping calls: 22
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 52

Training Hours

• NFPA 1001: Firefighting Training	27
• NFPA 1002: Driver/Operator Training	1
• NFPA 1021: Fire Officer Training	1
• NFPA 1500: Safety/Equipment Training	52
• NFPA 1410: Hose Evolutions	3
• EMT/Paramedic Training	32
• TOTAL TRAINING HOURS:	116

Station Activities

- Updated 24 pre-fire plans
- Conducted 2 fire inspections
- Provided an Open House and Tour at Fire Station 92 for Local Works Day.
- Participated in the 9/11 Freedom Rally at Service Center World.

Human Resources

Staffing Update

- Job Requisitions
 - Public Works/Utilities - Treatment Plant Operator “C”, Water Plant
- Approved/Active Recruitment
 - Leisure Services – Recreation Program Specialist was advertised 08-12-13 and will be recruited through 09-03-13 to coincide with the Florida Parks and Recreation Association (FRPA) conference. Twenty-one (21) applications were entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review.
 - Leisure Services/Nova Gym – Part Time Recreation Leader was advertised on 08-20-13 and will remain open until filled. Eight (8) applications were entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review.
- Screening/Interviews Scheduled
 - Public Works/Streets – Maintenance Worker II was advertised on 08-07-23 with a closing date of 08-23-13. Thirty-one (31) applications were entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review. Interviews were conducted on 09-10 and 09-11-13.
 - 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. Interviews have been scheduled for 09-12-13.
- 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 were made to three candidates.
 - Public Works/Wastewater Collections/Reuse– Maintenance Worker IV was advertised in-house 03-13-13 with a closing date of 03-22-13. Twelve (12) applications were entered

on the applicant tracking sheet with qualifications, copied and forwarded to the department for review. Interviews were conducted on 08-28-13 and two (2) candidates were selected, one from in-house and one outside applicant.

- Job Offers
 - A candidate has been selected to fill the Part Time Maintenance Worker II position at the Andy Romano Beachfront Park and will begin employment on 09-09-13. Candidate for the seasonal part time position will begin employment on 09-19-13.
- Promotions/Transfers
 - Public Works/Utilities – Promotion of a Maintenance Worker II to Maintenance Worker IV effective 09-16-13.
 - Police Department – Promotion of a Corporal to Sergeant effective 10-06-13.
 - Police Department – Promotion of an Officer to Corporal effective 10-06-13.
- Terminations/Resignations/Retirements
 - FY Attrition – M/E 8-31-13: 5.83% (excluding retirements).
 - Public Works/Utilities - Treatment Plant Operator “C” effective 09-13-13.
 - Police Department/C.I.D. - Crime Analyst effective 09-30-13

Employee/City Benefits Program Update

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

City Events/Employee Relations Update

- New Employee Orientation has been scheduled for 10-25-13. This program reviews employee responsibilities, benefits, City policies and other useful information in order to orient new employees on what it means to be working for the citizens of the City of Ormond Beach
- Open Enrollment Benefit meetings have been scheduled for 09-18-13, 09-19-13 and 09-20-13. Meetings will be held in the City Commission Chambers.
- Employee Appreciation Day will be held on 10-23-13.
- A blood drive is planned for 11-18-13.

Training & Development Opportunities

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

Risk Management Projects

- Worked on final edit of Safety Manual.
- Continued research about Global Harmonization Schedule for hazardous chemicals in the workplace.
- Attended depositions in liability case.
- Attended WC mediation.
- Planning for United Way campaign.
- Planning for Wellness Day.

Information Technology (IT)

- **Information Systems (IS)**

- Work Plan Projects
 - Finance/Community Development – CRM system replacement - Contract is with the Legal Department for review.
- iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 26 New work - 36 completed - 53 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	42,170	Inbound E-Mails Blocked	30,097
Delivered Inbound E-Mails	11,970	Quarantined Messages	103
Percentage Good Email	28.4%	Virus E-Mails Blocked	60

- Notable Events:
 - None.

- **Geographical Information Systems (GIS)**

- Addressing Additions: 0 Changes: 0 Corrections: 0
- Map/Information Requests: 13
- Information Requests from External Organizations: 1
- CIP Related Projects (pavement management, project tracking map): 0
- Meter GPS locate and ID: 22,502 total, completed 15,836 (70.4%) potable 15,354, Irrigation 481, EM 1
- Notable Events: None.

Leisure Services

- **Administration**

- Public Works weekly meeting
- City Manager weekly meeting
- Asst. City Manager weekly meeting
- Reel in the Fun Fishing Tournament
- Park visits
- Andy Romano Beachfront Parking meeting
- Leisure Services Advisory Board Meeting
- Staff meeting with Leisure Services Supervisors, Managers and Coordinators
- Met with landscape contractors for weekly updates
- Met with citizen regarding possible Futsol Program

- **Athletics**

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

- SHS JV Football had a home game at the Sports Complex Championship Field #7 on Thursday night at 6pm.
- The Ormond Beach Pride Football Program will play at the Sports Complex Championship Field #7 on Saturday at 9am and play different age divisions throughout the day.
- The City Youth Flag Football Program continued practices this week, nightly at 5:30 & 7pm at the Sports Complex. Games will begin on Monday, September 23.
- There was a men's softball tournament this Saturday on the Softball Quad at the Sports Complex. Games were played from 8am-10pm. This was a rental.
- RiverBend Academy Volleyball had another home game at the Nova Gym on Thursday night at 6pm.
- The City hosted their Annual Punt, Pass, and Kick Local Competition on Friday night at 6pm at the Sports Complex on Quad #3.
- Challenger Soccer started this Tuesday at 5pm at the Sports Complex, Soccer Field #4. This program runs six weeks.
- Athletic Field Maintenance
 - Mowed South Ormond softball outfield
 - Went to South Ormond to clean tennis and basketball courts
 - Went to Osceola school to tend to the infields, tennis and handball courts
 - Nova Park - mowed infields and outfields
 - Cleaned Skateboard Park
 - Cleaned new handball and basketball courts at Nova
 - Cleaned tennis courts at Nova Park dumbbells
 - Picked up and dropped off equipment to Fleet on daily basis
 - Made fuel runs for equipment
 - Cleaned restroom, offices and lunch area of Maintenance Building
 - Continue mowing of baseball fields, three times a week
 - Continue mowing of the soccer fields, two times a week
 - Continue mowing of the softball fields, two times a week
 - Continue mowing, edging and trimming the T-Ball fields
 - Replacing sprinklers as necessary
 - Daily clean up of Limitless Playground by the softball Quad
 - Mowed football fields at Ormond Beach Middle School
 - Cleaned all sports parks of debris/trash from the events over the weekend
 - Have competitive soccer leagues practicing Monday-Friday on fields 1-4, 9 and 10.
 - Prepping for the coed league games. They play Monday-Wednesday.
 - Getting Nova and Airport Complex fields ready for OB Golden Spikes practices and games.
 - Finished spreading pre-emergent fertilizer on all the fields.
 - Laser grading has been completed on soccer fields 5, 6, and 8.
 - Painted and prepped the football field for CCA and Ormond Pride's Friday and Saturday games. CCA was canceled due to weather Friday.
 - Prepping softball, baseball, soccer and T-ball for upcoming fall seasons and/or tournaments.
 - Prepared soccer fields 1 and 4 ready for games over the weekend.
 - Hosted a Lady Renegades softball tournament over the weekend. Roughly 50 teams participated. Friday's rain made Saturday a lot of work to get them started.
 - T-ball began practicing on all four fields.
 - Boys and girls rec leagues are practicing on the Quads.
 - Flag Football practices have started using whatever outfield is available.
 - Soccer Club had games both Saturday and Sunday.
 - Fertilized the football field after the weekend games.

- 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 met on Sunday from 9am to 1pm.

- Performing Arts Center
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: Show Club, Kopy Kats and CMT held regular classes.
 - Tuesday: Show Club and CMT held regular classes.
 - Wednesday: Show Club and CMT held regular classes.
 - Thursday: Show Club, Kopy Kats and CMT held regular classes.
 - Friday: CMT held regular classes.
 - The Performing Arts Center is preparing to host the following events:
 - Amazing World of Illusions VIII, Saturday 7:00pm to 9:00pm

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

- Community Events
 - Weekly administrative tasks, office work, meetings and activities
 - Assisting with sponsorships and marketing for the 2013 Senior Games
 - Distribution of Senior Games flyer
 - Set up, work and strike of the "Reel in the Fun" Fishing Tournament Saturday, September 6th, Bailey Riverbridge Park, create certificate for all participants
 - Working with the Parade Board with application and participation notification
 - Attended staff meeting
 - Attended Senior Games Committee meeting
 - Tasks and assignments for the "State of the City " Luncheon

- Gymnastics
 - Students in the September classes continue to progress well.
 - The competitive season is gearing up with approximately 12 girls on the team so far this year.
 - Sign up for the October/November session will take place on September 16th for students already registered in the program and September 23rd for new students.

- Nova Community Center and Special Populations
 - FitGyms conducted their personal training and tennis lessons.
 - Adult Jazzercise continues throughout the week.
 - Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
 - Open play took place various times during the week for those who participated in basketball, pickleball, ping pong, the game room and the exercise room.

- Play Unplugged is again being offered for children ages 4-10 from 3:00-5:00pm every day. Each week different activities are planned including arts and crafts, obstacle courses, sports and board games.
- Ms. Debby's Dance and Acting classes continue to meet at various times throughout the week.
- The Riverbend Volleyball team will host one home game on Thursday utilizing the Nova Community Center this week.
- Challenger Soccer, a soccer program for those with special needs, met for their first practice on Tuesday from 5:00-6:00pm. They will continue to meet until October 15.
- Challenger Sports of All Sorts, a beginning sports program for children with special needs, met for their first practice on Wednesday from 5:00-6:00pm. They will continue to meet until October 16.
- Coed Youth Volleyball League began its fall session on Monday and will continue to meet two times a week.

- The Casements
 - Yoga classes were held Tuesday and Thursday in the Dance Room.
 - Pilates was held in the Dance Room on Tuesday, Wednesday, Thursday and Friday.
 - Tours continued Monday through Friday from 10am to 3:30pm and Saturday 10-11:30am.
 - A Cub Scout den had a group tour on Saturday morning.
 - A fishing tournament was held at Bailey Riverbridge on Saturday morning.
 - A wedding was held in Fortunato Park on Saturday afternoon.
 - The Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.
 - A Meet and Greet was held on Tuesday evening for participants in Rockefeller Revisited.
 - A special group tour took place on Wednesday afternoon in The Casements.
 - The Guild Crafters met in Room 203 Thursday afternoon.
 - The John Anderson Drive Public Meeting was held in The Casements on Thursday evening.
 - Set-up for a wedding took place in The Casements on Friday afternoon.
 - A wedding rehearsal was held in the Rockefeller Gardens on Friday evening.

- Parks Maintenance
 - Transported boxes from City Hall to Fleet Maintenance for storage
 - Removed graffiti from picnic table at Birthplace of Speed Park
 - Screwed down loose deck boards on the pier at Cassen Park
 - Moved new trash cans from storage at Streets Div to Parks Department storage pod
 - Pressure cleaned area of pier under bridge prior to fishing tournament
 - Painted over graffiti on Cassen pier lamp post
 - Trimmed low hanging limbs at Riverbend Nature Park
 - Applied odor control granules to trash cans on pier at Cassen Park
 - Removed graffiti from men's room at Cassen Park
 - Repaired soap dispenser at Central Park II
 - Citywide safety inspections of parks and equipment
 - Weekly inspections of park facilities for reservations
 - Call Out - Sprinklers not shutting off on Arlington Way

- Building Maintenance
 - Weekly inspection of Airfield runway and taxiway lighting, directional signage
 - Daily routine maintenance of City vehicles and equipment as necessary
 - Installed Facility Manager's name plaque on office door
 - Repaired water cooler at Sanchez Park restrooms
 - Ordered floor safety matting for ice machine area at City Hall

- Repaired A/C overflow switch at Senior Center
- Repaired 5-ton Carrier Infinity unit for Operations Lab at Water Treatment Plant
- Safety inspection of Commission Chambers before meeting at City Hall
- Repaired one ADA enabled egress door transmitter side of unit at City Hall
- Repaired one started drive on 10-ton unit for Commission Chamber at City Hall
- Safety checks on electronic gates Citywide
- Acquired hall hugging trash receptacles' with lids for City Hall Conference Center
- Needed cost effective soap dispensers - researched and procured for various locations
- Cleaned ice machine at The Casements
- Repaired lights at PD
- Repaired REIL lights at the Airport
- Replace drivers for lights on Granada
- Set up replacement ceiling tiles for City Hall
- Added ceiling fans to conference room at City Hall
- Repaired POP Warner scoreboard at Airport Sports Complex
- Replaced photocell for parking lot lights at PD
- Ran new wire for MAG Locks on bathroom doors at Cassen Park
- Assisted underground utilities contractor at the PD
- Repaired water heater at Building A of the Senior Center
- Met contractor for fountain remodel at City Hall
- Drained filter tank, remove sand, clean filters and prime pumps at Andy Romano Beachfront Park
- Made 10" 90 from a 10" coupler for the collector tank at Andy Romano
- Checked women's restroom for water leak at Public Works
- Weekly inspection of the water wheel and sump pumps at The Casements
- Weekly maintenance of fountains at the PAC, Bailey Riverbridge, 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

- Staff attended a 911 ceremony at Signature Health Care.
- Conducted in-house interviews for the Criminal Investigations Unit administrative assistant vacancy.
- Attended Quarterly Citizen Law Enforcement Advisory Board meeting.
- Held second class of the 29th Citizen's Police Academy.

Community Outreach

- OBPAL educational programs will resume in October. Tutors R Us will be held at the South Ormond Neighborhood Center and Science on Patrol will be held at Ormond Beach Elementary School.
- PAL staff worked on the upcoming PAL golf tournament, *Golfing for Youth*. The tournament will be held at River Bend Golf Course. Sponsorships, players and door prizes are being requested from area businesses and individuals.
- Two members of the YDC attended the PAL fundraiser at Platinum Yoga Health, Fitness and Yoga. The fundraiser is for the month of September. Donations will be collected to support PAL programming.

Community Services & Animal Control

- Animal Calls: 38
- Animal Bites: 2
- Animal Reports: 5
- Traps Issued: 2

- Animals to Halifax Humane Society: 11
- Dogs 10
- Cats:1
- New Licenses :4
- Wildlife : 2
- LCSO Owen is assisting Daytona Beach Police Department Animal Services Unit with information on starting a "Trap, Neuter and Release" program.
- 3 CSO's attended "Local Works Day" event at the Police station.

Criminal Investigations

- Cases Assigned: 47
- Cases Cleared by Arrest/Complaint Affidavit: 7
- Cases Exceptionally Cleared: 5
- Inactive: 7
- Fraud: 4
- Burglary Business: 2
- Burglary Residential: 4
- Larceny Car break: 6
- Grand Theft: 9
- Auto Theft: 2
- Offense Against Family/DCF Reports: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 0
- Death: 1

Narcotics

- Two Search Warrants
- One Buy Walk

Comments:

- Bank Robbery: **UPDATE**, Investigators have identified the subject responsible for the SunTrust Bank robbery located at 1470 West Granada Boulevard in Ormond Beach. The subject was also responsible for several other bank robberies in the area. He has been arrested.

Crime Trends: N/A

Records

- Walk - Ins / Window 120
- Phone Calls 129
- Arrest / NTA'S 15
- Citations Issued 149
- Citations Entered 278
- Reports Generated 159
- Reports Entered 158
- Mail / Faxes / Request 34

Patrol

- Total Calls 1,756
- Total Traffic Stops 283

Operations

Crime Opportunity Report Forms: 114

- 9/04/2013
 - Carbreak, 264 South Atlantic Avenue, window broken, purse taken from under the seat
 - Battery-Domestic Violence, 187 Oak Grove, suspect arrested for trying to choke his father.
 - Grand Theft, 3 Stonequarry Trail, 9mm firearm taken from home.
 - Warrant Arrest, 1259 Scottsdale Drive, suspect arrested.
 - Warrant Arrest, 17 Ormond Green Boulevard, suspect arrested.
- 9/05/2013
 - Burglary (Business), 560 S. Yonge Street, suspect(s) entered business carport area and removed items from the bed of a work truck
 - Shoplifting, 1521 West Granada Boulevard (Wal Mart) suspect taken into custody.
 - Burglary (Residential), 3 Byron Ellinor Drive, house was ransacked. Pills and cash taken.
 - Battery-Domestic Violence, 127 Bosarvey Drive, suspect arrested for battery on her ex-husband.
- 9/06/2013
 - Carbreak, 688 Alcazar Drive, two cars that were unlocked were entered overnight.
 - Burglary (Residential), 1291 Fernway Drive, storage shed attached to the residence was entered overnight and a grill was taken.
 - Shoplifting, 1521 West Granada Boulevard (Wal-mart) suspect issued a Notice to Appear
 - Warrant Arrest- 800 Block South Atlantic Avenue, started as a traffic stop. Driver had an open Volusia County warrant.
 - DUI Arrest- North Nova Road and Wilmette Avenue. Witness advised a single vehicle crashed into a pole. The witness stated the driver got out and fled on foot eastbound. The subject was located walking east on Wilmette. After further investigation the driver was arrested for DUI.
- 9/07/2013
 - Auto Theft, 688 Alcazar Drive, victim had their vehicles broken into the night before and the spare key was taken. Suspects returned the following night and stole the victim's Jaguar RX 350.
 - Domestic Violence/False Imprisonment, 867 South Atlantic Avenue (Ocean East Resort), boyfriend and girlfriend involved in an altercation. Female wanted to leave. Male would not let her out of the room. She eventually was able to go out the back and over a fence to the pool deck where the Police were called. Male subject was arrested for false imprisonment.
- 9/08/2013
 - Traffic Arrest, Division Avenue and South Nova Road, subject arrest for suspended license, possession of drug paraphernalia and misdemeanor amount of marijuana.
 - Loitering and Prowling Arrest, 306 River Bluff Drive, homeowner saw suspect standing in her driveway around 0600 hours and called police. He admitted to walking between houses. He had a Publix bag full of change and a woman's watch. He was unable to dispel our suspicion and was arrested.
 - Carbreak(s), 13, 93, and 73 Alanwood Drive, all unlocked vehicles were entered but nothing taken.
 - Stolen Vehicle, 675 North Beach Street, vehicle stolen overnight.
 - Narcotics Arrest, 610 South Atlantic Avenue, two subjects arrested for possession of marijuana over 20 grams during traffic stop.
- 9/09/2013
 - Burglary, 940 North U.S. 1, fence cut and batteries removed from numerous golf carts.
- 9/10/2013
 - Aggravated Assault, 401 North U.S. 1 (Crossroads Grocery). Several adult males were involved in a fight. At one point one of them grabbed a large wrench and stood over

another who had fallen and threatened him. The victim was able to get up and contact Police. Investigation is underway.

- Warrant Arrest, 100 Riverbeach Drive, suspect arrested.
- Warrant Arrest, 376 West Granada Boulevard, suspect arrested.

Traffic Unit

- Traffic Control, Riverside Drive / Pine Road. Water Department called for traffic assistance as vehicles were disregarding their detour pattern during a repair. About 10 citations issued in 30 minutes.
- 13-09-00212, Crash with Injuries, U.S. 1 / Mound Avenue. Motorist suffering a medical condition lost control northbound and drove into a tree. Cited for driving while license revoked (from prior medical conditions).
- Traffic Control, Beach Street / Tomoka Avenue. FPL lines down. Major traffic / crowd hazard. Traffic diverted between SR 40 and Live Oak Avenue for at least four hours.
- Laser speed enforcement conducted by Traffic Unit on the Granada Bridge. 34 citations, 1 arrest for Driving While License Suspended and seized tag, 1 arrest for narcotics.
- Laser and radar speed enforcement conducted by Traffic Unit on Riverside Drive due to complaints.
- Seat belt initiative for Seabreeze High School motorists in progress.
- Vehicle Message Board deployed on John Anderson Drive for upcoming construction.
- Traffic Citations 98
- Parking Citations 1
- Crash - No Inj. 11
- Crash - Injury 2
- Crash - Fatal 0
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
 - Self-Initiated Enforcement Locations:
 - Granada ICW Bridge
 - Central Park Corridors
 - Division Avenue
 - Fleming Avenue
 - Hand Avenue Detour
 - Enforced Complaints:
 - John Anderson Drive
 - Clyde Morris Blvd.
 - Beach Street
 - Fleming Avenue
 - Riverside Drive

Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 9 Cases Initiated
- Zone 2: 4 Cases initiated
- Zone 3: 3 Cases initiated
- Zone 4: 6 Cases initiated
- 15 signs have either been removed or sign cases created.
- 16 tree removal permit requests.
- Administrative staff assisted with fifty (50) telephonic inquiries.

Public Works

- **Engineering**

- **Construction Projects:**

- **Airport Rd. Forcemain Extension/Reclaimed Water Main Extension** – Reviewed shop drawings for pressure relief valve system and project As-Builts for the forcemain and reclaimed watermain.
- **Tymber Creek Phase I** – Contractor continues to install the new stormdrain system for the road widening. At the north end of the project which is located at Peruvian Lane, the roadway widening will be constructed full width, instead of tapered, to accommodate the future connection of the Phase II widening from Peruvian Lane to Airport Road which is currently unfunded. The end of the widening at Peruvian Lane will be striped as a taper; however, the full road width construction necessitates additional relocation of City utilities, which is being coordinated between City and County staffs.
- **John Anderson Drive** – Construction will be starting September 16th from Dormont Drive to Standish Drive with the installation of the forcemain. A road closure notice has been issued to that effect. Zev Cohen & Associates has scheduled a public meeting to provide detailed information on the upcoming work and inform the residents of their continued role as Public Information Coordinator throughout construction. The meeting was held on September 12th at 6:00 p.m. at The Casements.
- **Hand Avenue** – The contractor has completed installation of all underground infrastructure. Paving from Coolidge Avenue to just west of Orchard occurred on Saturday September 7th. Paving was cut short due to the inclement weather on Friday which affected the road paving conditions. The contractor has constructed the lake interconnects and construction of the 3 pedestrian walkovers at the lake on the North and South side of Hand Avenue. The elliptical culvert across Hand Avenue was installed. In the areas that have been paved, we have installed 1-inch of paving and intend to come back once all phases are complete and install a second 1-inch lift on the entire length of the road. This will provide a final road with no joints which will enhance the final appearance and ride of the road. FDOT typically follows this procedure for State roads. For now there will be a 1-inch difference in the pavement elevation and the edge of curb which may result in some ponding in the areas of the storm inlets until the final asphalt lift is placed.
- **2-inch Water Main Replacement – Mainland** – Prepared application to the VCHD for clearance of the newly constructed watermains on Parque Drive and Andalusia Avenue. Contractor is mobilizing to begin work on Oleander Place.
- **2-Inch Waterline Replacement – North Peninsula** - Clearance paperwork is being processed for the portion of the project installed on River Drive; preliminary as-builts have been received and reviewed for this section. Quotes have been received for the reconnection of the 27 residences that require meter relocation. Work continues to progress on streets in Ormond by the Sea.
- **2-inch Water Main Replacement - South Peninsula** – The contractor has started work on Riverside Drive and Ivanhoe Drive and has finished pressure tests and Bacteriological testing for Cardinal Drive, Jamestown Drive, Stanford Road, and Princeton Avenue in order to allow final service connections to be made to the new main. The next work area will be Marvin Drive. A proposed schedule has been posted on the City's website and will be updated monthly.
- **Central Park Lake Interconnects** – The contractor has relocated the raw water main and has installed the elliptical culvert and will begin work on the retaining walls and boardwalk across the canal.
- **Cassen Fishing Pier and Guardrails Under Bridge** – Engineered structural drawings are being prepared to secure appropriate Building permits.
- **Wilmette Avenue Bypass Pump Station** - A pre-construction meeting for this project was held Friday, August 23, 2013; JD Weber is working with the suppliers to deliver the necessary elements; it is anticipated that delivery will occur in 10 – 12 weeks.

- South Ormond Neighborhood Center- Final project closeout is in progress,
- Downtown Underground Utilities Conversion - The next bi-weekly progress meeting is scheduled for 9/11/2013. The contractor is continuing on work in Phase 1, FPL is working on make ready activities; Brighthouse and Level (3) have begun work.
- FDOT A1A Left Turn Lane at Lynnhurst Drive - Masci began construction of the A1A left turn lane on July 19 with the construction scheduled for completion on September 30.
- OBSC Multi-Use Fields – Construction of the 2 multi-use fields began on August 15th with installation of silt fence and relocation of 5 gopher tortoises. Clearing has occurred and the contractor is bringing in required fill.
- 2013 Roadway Resurfacing - Paving was completed on Arborvue Trail, Nature Trail, Lakebridge Drive, Hunters Run Circle, Hammock Ln, N. Center Street and Bermuda Estates Drive
- Downtown Median Landscaping – A preconstruction meeting was held and construction is tentatively scheduled to start in mid September.
- 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.

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 – The construction contract was approved at the September 3 meeting of the City Commission. The final draft of the CEI Contract with PSI has been approved by FDOT. FDOT has prepared a LAP Supplemental Agreement (SA) based upon the actual construction bid prices. This SA will be scheduled for the Commission to approve at their September 17, 2013 meeting.
- Downtown Banner – The FDOT has issued the construction permit. Staff is soliciting construction proposals to install the decorative poles, foundations and span wires.
- City Welcome Sign – Staff continues to work to secure an easement with Jaffe Corporation.
- Beach Ramp Beautification – The revised plans have been sent to the County for their permit review.
- Riverside Drive Drainage Improvements – A meeting was held with Zev Cohen and Associates where there 30% plans were presented and discussed. Additional information is being gathered by City of Ormond Beach Public Works, and the consultant's surveyor, Sliger and Associates.
- CDBG Oleander Bus Stop – Staff is preparing finalized design plans with FDOT assistance.
- OBSC Roadway Improvements - The FAA is reviewing the proposed perimeter road. Project specifications are being completed. Final design is being adjusted based on recent geotechnical information and wetland impact permitting is in progress.
- Fiber Optic Network Expansion – The contract to piggyback the services bid by the City of Palm Coast for Fiber Optic installation and maintenance services to Danella Construction for the Phase 2 Fiber Optic project was approved by the City Commission on September 3, 2013.
- Revised FEMA Flood Insurance Rate Maps (FIRM) – The City has received copies of the Federal Emergency Management Agency's (FEMA) Letter of Final Determination for the update to the Flood Insurance Maps dated August 19, 2013. This letter finalizes the

changes to the maps, establishes final flood elevations, and sets and effective date for the maps as February 19, 2014.

- Corrugated Metal Pipe Rehabilitation – The project has been advertised for competitive bidding.

Department Activities

- 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).
 - Roadway Inspections- Assisted two residents with concerns about condition of roadway asphalt. Completed pavement condition survey on 27 streets. Staff is investigating condition of pavement on Amsden Rd, east of N. Halifax Drive and will inspect the condition of the stormdrain system beneath the road to determine if it is causing undermining.
 - Reviewed and created Wetland Protection Permit for 437 S Beach St.
 - Created separate sketch and legal description for the FDOT right of way portion of the Chelsea Place per Planning Dept.
 - On site meeting at 777 N Oceanshore Blvd with contractor for final inspection of provided SWMP plan.
 - Staked out proposed fire hydrant location at Aqua Vista and Melaleuca Cir for the N Peninsula 2" watermain replacement project.
 - Completed elevation survey shots along the Hammock Ln and S Orchard St intersection for the 2013 resurfacing project.
 - Researched and provided information regarding property ownership and easement locations for the Gardens of New Britain per Streets Div request.
 - Completed tree locate at 150 Standish Dr per NID request.
 - Completed research on requested lift station pump data per Utilities Div request.
 - Completed 30' sight triangle stakeout at 120 N Arbor Dr per NID request.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Poured a concrete sidewalk at Division & Roosevelt
 - Pulled forms, barricades, backfilled and stress cut at Division & Roosevelt
 - Concrete repairs for the Water Department at 832 N. Beach St., at Bridget Terr. & N. Beach St., and at 621 S. Atlantic Ave. (Casa Del mar)
 - Pulled barricades and form boards at Bridget Terr. & N. Beach St., and at 621 S. Atlantic Ave.
 - Dug out & formed for the Stormwater Department for a gutter & basin at Jamestown & Peninsula

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
- Removed stumps at Nova Recreation, at Hand & Sauls, at Andrews St., at Main Trail & Rio Pinar, and at Pine St.
- Removed (3) diseased trees at Central Park & Roble Ln.

- Trimmed trees at N. Halifax & Dianne, at Castle Manor & Sauls, and at Central, between S. Washington & S. Ridgewood
- Removed dead bays at Vadner Park, and at 150 Standish
- Removed tree limbs at 98 Seminole Ave.

Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Daily maintenance of various vehicles in Public Works Yard
- Printed daily work orders and distributed for job assignments
- Assisted the concrete crew at Division & Roosevelt
- ROW (Right-of-Way) trimming on SR40, between Orchard St. & Old Tomoka Rd., south side, and at the Police Department
- Conducted interviews for Maintenance Worker II position at Public Works Conference Room
- DOT (Department of Transportation) weed control on US1 and on A1A medians
- Installed Holiday flags for 9/11 and then removed them the next day on the Granada Bridge
- Loaded roll off with concrete at the Public Works Yard

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, replaced stop and speed limit signs
- Hand Ave., installed HIP (High Intensity Prismatic) street signs
- Sign Shop, trained employee
- Sign Shop office, met with Stellar Pavement road striping project

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- 24 Greenwood Ave. – poured concrete next to drain
- FDOT locations - inspected various ditches
- Arroyo Pkwy pond, Division pond, and Old Kings Rd. pond– sprayed & cleaned
- Public Works Yard – put slope mower back together
- Division pond – repaired fence
- Various Locations – investigated sinkholes

Vactor

- Fleet – took in truck for maintenance
- Northbrook – cleaned basins

Mowing

- Reachout Mowing – on N. US1, at Old Kings Rd. pond, and at Bennett Ln.,
- Slope Mowing – on Oak Forest Dr., and on N. Beach St.

Street Sweeping/Streetsweeper

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

• Fleet

Mileage Traveled by all City Departments for the week
25,330

PM Services completed for the week:

Emergency—Vehicles and Equipment
16

Non-Emergency Vehicles and Equipment
26

Road Calls for the week:

0

Quick Fleet Facts:

- Fleet has gallons of 13,083 unleaded and 6,553 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,378 gallons of unleaded and 780 gallons of diesel.
- Fleet completed 60 work orders this week.

• Utilities

- Annual W & WW Chemical Bid & Procurement – Insurance changes by AirGas Specialty Corp. and Airgas Carbonic under review by Legal w/Utilities staff recommendation provided. An award recommendation is prepared for the October 1st City Commission meeting.
- Concentrate Monitoring and Disinfection Upgrades – Project completed.
- Concentrate Piping Connection to Reuse Storage Tank – Reviewed (QLH) revised plans and specifications and sent comments to the consultant. An estimate of \$142,000 was received and the Bid Request Approval form was prepared to obtain a bid number.
- Division Avenue Well Field Raw Water Piping – Project kick off meeting was held. Data and fiber conduits will be added to the project and the project scope was reviewed and refined. Survey is completed.
- Cross Connection Control (CCC) Program Management Services - Draft Specifications are nearing completion.
- Dual Check Valve Assembly Installation and Procurement Services – Specifications are being prepared for backflow assembly purchase and installation in reuse service areas. Bids to be solicited next fiscal year.
- Airport Road Force Main/ Reuse Main Project – Contractor is procuring materials to construct the pressure release valve system on the reclaimed water inflow main at the Breakaway Trails tank site.
- Laboratory Testing Services Contract – Contracts were sent to ALS Laboratories for execution. Service is scheduled to begin at the beginning of the upcoming fiscal year.
- Mainland, North & South Peninsula area 2-inch Water Main Replacement - Projects are underway. Plumber quotations for installation of the service lines from the house to the relocated meter for certain project areas are being solicited for realization of appropriate point of service configurations.
- North Peninsula Force Main Extension – Information on private lift stations connecting to the A-1-A force main was 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. Siemens technician on-site this week diagnosing problems and making potential repairs to the VFD. Notices of contract status sent to CenState (Contractor) and Western Surety Company (Bonding Company). CenState indicates Siemens to be on site to review VFD #3 malfunctions.

- Ormond Beach Wastewater Treatment Plant Expansion – Soliciting quotations for the clarifier RAS valves, compatible with existing actuators.
- John Anderson Drive Roadway Improvements – The contractor began work on September 9.
- Rima Wells Auxiliary Power Generator – Input/output information on the existing SCADA was given to the electrical engineer.
- Root Control Services – Sanitary Sewer Collection System – Root control began on September 9. An FPL directional cable was discovered to be drilled through the sanitary sewer on the east side of the Ormond Beach Middle School requiring contractor modifying his work schedule to system 2P. The cable was moved and the gravity main was repaired by staff.
- Saddler's Run Lift Station Rehabilitation – Project under design by QLH.
- Sanitary Sewer Pipeline Repair – Responding to potential bidder questions concerning liner products.
- 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 – Volusia County issued revised plans which expanded the project north of Peruvian Lane requiring an additional water main deflection to avoid a drainage system conflict. A change order is being prepared.
- Water Storage Tank Cleaning and Inspection – The vendor is preparing a schedule for beginning the cleaning early next year.
- SPRC – River Oaks Subdivision Project: notified that reuse service is now available and strongly recommended the Developer consider use of this valuable resource for irrigating the development area. Since project was approved and under construction prior to service availability, it was determined the Developer is not required to construct separate reuse system. Water permit applications are also under review by Volusia County Health Department. Energizer Personal Care: A meeting was held with their representatives to discuss industrial use permit considerations for expanding facility process effluent waters to the City's sewer system. Sunrise Cove: Received potential development approval from Volusia County.
- Water Distribution
 - Exchanged 10 residential/commercial broken or unreadable water meters
 - Responded to and/or repaired 16 water service leaks
 - Installed 3 new water services and meters
 - Replaced 8 water services due to age of piping and low pressure
 - Repaired/replaced 10 meter boxes
 - Responded to 1 low water pressure and 3 discolored water complaints
 - Assisted 5 customers with misc. water issues (i.e. stiff valves, leaks, etc.)
 - Repaired a 2" water main break on Parque Avenue
 - Performed valve maintenance on 8 valves to resolve main leaks and prepare for scheduled shut downs.
 - Assisted contractor with water service connections on Essex Dr
 - Repaired the flushing device on Lake Isle Way
 - Replaced the 2" valve on the 2" water meter serving the laundry at the Casa Del Mar Hotel
 - Perform a water main shut down on Tymber Creek Rd for Masci Construction to deflect the water main for future piping installation
 - Moved 2 each 1" water services to the right-of-way for future road construction on Tymber Creek Rd
 - Restore landscaping due to excavation on Marsh Ridge Watch, Mariners Dr, Seaside Dr

- Utility locate service for Water/wastewater/reuse: received notice of 131 regular and 6 emergency utility locates for the previous week. Continued ongoing locating for Hand Ave., Tymber Creek Rd and 2 Inch Water Main Replacement Projects.
- Continued locate assistance with directional boring company installing fiber optic conduit along US1 and Granada Blvd underground power areas.
- Water Treatment
 - Delivered to the City 35.190 million gallons for the week ending Sept. 8, 2013 (5.027 MGD)
 - Backwashed 12 filters for a total of 518,000 gallons backwash water.
 - Produced and hauled 54 wet tons of dewatered sludge.
 - Operated north & south plant generators under full load for routine PM.
- Wastewater Collection – Reuse
 - Crews responded to five trouble calls Breakaway/Hunters Ridge PEP System service area and four in town.
 - Municipal Sales Inc. began sanitary sewer main root control services this week for application at various locations throughout city. Approximately 10,000 feet of main completed to date.
 - Televised seventeen sewer laterals.
 - Repaired irrigation line at 582 Ocean Shore Blvd.
 - Located sewer clean outs: 226 Royal Dunes Cr. and 303 Warwick Ave.
 - Repaired 6" force main on N. Beach St.
 - Crews repaired section of 8" sewer main at 151 Domicilio Ave. damaged by F&H Boring Inc. during installation of a 6" conduit for FPL.
 - Replaced back PEP tank lid at 133 Black Hickory.
 - Repaired and placed irrigation line around oak tree at 3 Creek Bluff.
 - Replace and repaired cleanouts at 4 Niagara Falls & 113 Black Hickory.
- Wastewater Treatment
 - Domestic and Industrial Wastewater flow was 30.06 Million Gallons.
 - Produced 20.96 Million Gallons of Reuse.
 - Produced 9.10 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.29 MGD, plant designed for 8 MGD.
 - Hauled tons of sludge 101.63 (14%-18% Solids).
- Utilities Maintenance Division
Wastewater Plant – Lift Stations
 - 1M – Follow Up High level alarm - pulled both pumps – found questionable impeller at #1 – replaced with new inventory – deragged both check valves - found force main blocked – force main cleaned by Collections staff – placed pumps back in automatic – all OK
 - Turbidity Meter – replaced pump with new inventory – all ok
 - Centrifuge #1 – Shut Down due to High Bearing Temp Alarm – disassembled bearing and belt shrouds to inspect bearing – found bearing over greased – flushed bearing – ran centrifuge for 1 hour in Manual Wash Down mode for simulation - temperature during test run @ 157 degrees – shut down and reassembled – Operations to run centrifuge under normal load and monitor temp – awaiting feedback
 - HOMAC LS – SCADA no starts #2 – reset motor starter – check amp draw – found nothing wrong at station – all OK
 - 10M – SCADA no starts #2 – reset motor starter – check amp draw – nominal – pulled pump to deragg impeller – all OK
 - 7M1 – SCADA high starts – cleaned probe – no follow up needed - all OK
 - Walmart – SCADA no starts #1 – reset motor starter – pulled pump #2 to deragg impeller – replaced motor starter # 1 overload block- checked amp draw – nominal – OK

- Centrifuge # 2 – Lost PLC program - battery expired – replaced – Downloaded new program and tested – Unit back in operation – all OK
- Clarifier, Blowers, Polyblend, Barscreens & Grit Snail Weekly PMs
- Monthly PMs at 4 stations
- Plant wide oil & grease route
- Screw Pump #3 – belt squealing – found to be dampness from night time air – no adjustment or repair needed – all OK
- 7P – SCADA – uneven starts – cleaned transducer – adjusted floats – all OK
- Breakaway Trails Pond Lift Station – removed both pumps – lock out/ tag out cabinet and breakers
- Shop – began disassembly of 20” gate valve from Influent Bypass system recently removed for inspection
- 40 work orders completed and closed for this section for this week
- 5 unscheduled plant repairs/ 7 unscheduled lift station repairs
- 18 scheduled plant PMs/ 4 scheduled lift station PMs
- 6 general maintenance tasks

Water Plant - Well Fields - Booster Stations

- Lime Slurry Pump #2 – Replaced feed tube
 - Well 15D – Bad check valve – Having new check valve refaced at machine shop for retrofit – Will install when new valve is ready
 - Well 11D – Pump malfunction – no starts – shorted wire between breaker and motor starter – Replaced – ok
 - Well 11D – Replaced bad timer switch for lighting circuit
 - Well 36R – Replaced motor feed wires and returned to operations – ok
 - Assisted operations with weed eating around Fire Hydrants all areas
 - Well 16D – Tighten Flange bolts – all ok
 - Performed Plant PMs
- Wastewater Collection/ Treatment/ Disposal Regulatory Activities
 - Reclaimed Water Educational Program: The Reclaimed Water Brochures are being mailed to all accounts within the City's reuse service area. The brochure will provide pertinent customer and contact information.
 - 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.
 - Industrial Pretreatment Program (IPP): At the request of the customer, Utility staff met with representatives from Energizer to discuss the possibility of a new waste stream being discharged to the City's sewer system. The customer was instructed to submit an IPP application.
 - Water Supply/ Treatment and Distribution System Regulatory Activities
 - Cross Connection Control Program (CCC): Staff is updating scope of work and specifications for the City's future CCC program needs. The scope of work modified significantly from the previous service contract. The scope will be focused on optimizing overall program compliance in accordance with FDOH requested improvements of City program.
 - Pretreatment Effluent Pumping System (PEP) Brochures: Staff revising current PEP System brochure to reflect current policies and procedures.
 - Logistics Meeting with new Contract Laboratory: Staff is meeting with the City's new contract laboratory to discuss the logistics of a smooth transition. New lab services to begin October 1, 2013.

- Utility employees registered for Florida Water Distribution Level 1 license coursework. The class is provided by the City of Daytona Beach.

Support Services/City Clerk

In addition to routine departmental activities such as public records requests, updating insurance information for City contracts, maintaining the City website, assisting staff with and maintaining the agenda automation system, records management, document imaging, proclamations, assisting citizens and directing calls at City Hall, handling phone requests/repairs, providing research projects for citizens and staff; the following projects are underway or have been completed:

- City Clerk attended weekly meeting with Assistant City Manager
- City Clerk attended weekly City Manager Staff Meeting
- Staff attended Questys Architectural Training on September 10, 2013
- Agenda packet preparation and creation for the September 17, 2013, City Commission Meeting

Status of Department Projects

- Audience Polling System
 - Project Status: Received product shipment from vendor and forwarded to IT for installation on appropriate system hardware
- Records Management System Upgrade
 - Project Status:
 - Continuing to identify potential issues with system upgrade to relay to vendor.
 - Attended Architectural Training