

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: September 20, 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:

- Weekly staff meeting with Directors
- One on one meetings with Planning Director, HR Director, and Economic Development Director
- Discussed Meadows property in Hunter's Ridge with Assistant City Manager, Economic Development Director, City Engineer and Landscape Architect
- Conference call with City Attorney, Deputy City Attorney and Finance Director regarding Enterprise Resource System
- Discussed United Way goals with city staff campaign coordinator
- Discussion with Assistant City Manager, City Attorney, Deputy City Attorney and Planning Director on Volusia County US1 Interlocal agreements

Spoke to, attended and/or met with:

- Agenda review meetings with Commissioner Boehm and Commissioner Stowers
- Rotary meeting
- United Way Executive Board
- Conference call, Florida Business Watch committee
- Met with Rich Pernel, Director of Facilitation Management at ERAU, discussed various HR issues
- Commissioner Boehm, Assistant City Manager, Planning Director and I met with Peggy Farmer and Paul Swanski regarding Hunter's Ridge HOA issues
- Tiger Bay luncheon, topic was Economic Development
- Weekly call with Ormond Observer on City activities
- Claims Committee meeting

Community Development

- Planning Services
 - The Planning director attended the Technical Coordinating Committee meeting of the MPO. There was an amendment to the 2030 Long Range Transportation Plan (LRTP) that could not wait for the 2040 Update. The amendment involved the addition of Flagler County/Palm Coast area and road priorities to the Cost Feasible LRTP Plan. A presentation on the I-4 PDE and SunRail was also provided by representatives of FDOT.
 - The Planning Director met with the City Manager to discuss the Itinerate Provisions drafted and a second version was distributed for a meeting.
 - The Planning Director met with Peggy Farmer, Commissioner Boehm, City Manager and Assistant City Manager regarding the construction of a road on a platted residential lot. The Builder/developer is Greg Fretwell dba Fretwell Homes. The issues as identified by Legal when the City first attempted to resolve this issue include:

- a) a 15 foot conservation easement is at the rear of the parcel, which has been dedicated to the City of Ormond Beach (must be vacated);
- b) a 20 foot drainage and utility easement, just behind the property, which has been dedicated to the Hunter's Ridge Water, Environmental and Wildlife Management Association; and
- c) common area, which has been dedicated to the Hunter's' Ridge Home Owners Association

On b) and c) above, Hunter's Ridge will need to take action to vacate interest in the common area and the utility/drainage easements. The subject road has been constructed over a portion of the conservation easement (City), a portion of the drainage & utility easement (Wildlife Management Association), and a portion of the common area (HOA). Greg Fratwell and/or the HOA and Wildlife Management Association will need to provide legal descriptions for, and release, those portions of the drainage & utility easement and common areas over which the road was constructed.

Legal also determined that there appears to be a mortgage holder for the subdivision. If so, the mortgage holder will need to execute a Joinder & Consent to the right-of-way dedication. Also, there can be no taxes owed or other encumbrances attached to the subject property at the time the right-of-way dedication are accepted by the City.

- The Planning Director met with the City Manager, City Attorney and Assistant City Manager regarding the draft Itinerate amortization provisions.
- The draft ePlan RFP has been reviewed and commented on and comments integrated into the version which has been entered into MinuteTraq. It is hoped the RFP can be approved for issuance at the October 15 City Commission meeting.
- The City's 1993-2011 Annual Average Daily Traffic (AADT) survey has been updated with Volusia County's 2012 AADT count. Using the 2012 AADT, the 2013, 2020 and 2025 Current, Mid and Long Term Level of Service Assessment for state, county and city roads (classifications higher than a collector road) was also updated and the analysis will be posted on the Planning's portion of the web site. The update was completed in-house using FDOT's Traffic Trend Analysis Software.
- Building Services
 - 113 permits issued with a valuation of \$7,744,816.00
 - 215 inspections performed.
 - 7 business tax receipts issued
- Development Services

The SPRC met and review the following concept/site plans:

 - Reviewed the concept plan for 8 single family units for 100 N. Halifax Drive. The first review indicated three issues:
 - Sufficient vehicle stacking for private gate
 - Drainage
 - Emergency access

The only issue that appears to be outstanding is emergency access. Once resolved, the applicant will have a neighborhood meeting. The development will be a Planned Residential Development involving Planning Board and City Commission review and approval.

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. Funding for the Tourism Guide is part of the Chamber's 2014 Service contract.
- 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 walls and windows and HVAC systems is underway. Final completion is expected in late October of 2013. A grand opening is planned in early November.
- Staff is work closely with SR Perrott to facilitate the construction of a 90,000 square foot distribution facility at their vacant North US1 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. The priority list was presented to the Commission on September 17.

Airport Operation and Development

- Economy Electric began work this week to install important security lighting upgrades at the airport. The existing system had largely exceeded planned operational duration periods, many of the light posts and structural support components were failing or in disrepair and all of the lighting systems were products of dated and inefficient technologies. Economy Electric will replace all of the compromised posts and structural supports on the airport and replace all of the obsolete lighting components with new, high efficiency LED units. 100% funding for this project is being provided by FDOT.
- The City Commission has authorized execution of a grant offer from the FAA to provide federal funding for the design phase of the Taxiway Golf Construction and Airfield Electrical Improvements Project. Project elements include the construction of Taxiway Golf, the installation of Precision Approach Path Indicator (PAPI) systems on Runways 17, 35, 8 and 26 and the installation of Runway End Identifier Lights (REILs) on Runway 17, and the installation of new lighting and signage on Taxiway "C," including renovation and expansion of the existing electrical vault building or construction of a new electrical vault, and installation of a standby generator.
- Staff conducted a prospective new business tenant on a tour of available airport properties this week.
- Staff continues to work with AVCON to develop a project to clear certain obstructions in the vicinity of the airport, as identified by the FAA. Preliminary cost estimates have been provided to FDOT for consideration of state funding for this project.
- Staff has been advised by the FAA that new instrument approach procedures for the airport will be available on October 17, 2013.
- Cadets from the Ormond Beach Composite Squadron of the Civil Air Patrol participated in a Children's Expo on Saturday, September 14th at the News Journal Center in Daytona Beach.
- Staff met with Velie Appraisal Services who were hired by the Airport tenants to conduct a second appraisal of the land values at the airport. Staff expects the survey will be completed in mid-May. Should the 2 appraisals be within 10% of each other, then the difference in values would be averaged. Should the appraisal be more than 10%, a third appraiser would be mutually selected to determine the land values, which will be the basis for the adjustments to the lease rates. Staff met with representatives of the Airport tenants to discuss the appraisal rates and has recently prepared rate proposals to for the tenants review. Upon tentative approval by the tenants, staff will be revising each of the leases for approval by the Commission.

Finance/Budget/Utility Billing Services

- On-going Projects
Preparation of end of year audit
- Completed Projects - Weekly
 - Processed 48 Journal Entry Batches (#5029-5157).
 - Approved 18 Purchase Requisitions totaling \$67,384.11
 - Issued 31 Purchase Orders totaling \$394,522.10.
 - Prepared 142 Accounts Payable checks totaling \$511,422.84 and 39 Accounts Payable EFT payments totaling \$387,191.25.
 - Prepared 30 Payroll checks totaling \$27,061.20 and 327 Direct Deposits totaling \$378,726.93.
 - Transferred IRS 941 payment of \$143,824.07.
 - Processed 4,049 cash receipts totaling \$512,508.21.

- Processed 1,336 utility bill payments through ACH totaling \$86,289.04.
- Processed and issued 5,929 utility bills with billed consumption of water of 27,273.55k.
- Issued 887 past due notices on utility accounts.
- Auto-called 112 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Florida Licensing on Wheels (9/30)
 - Granada Blvd. (SR40) Lane Closure (9/30 – 11/22)
 - 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
 - Continued working on State of the City presentation with the videographer and community partners; and, finalizing this year's Summary and Highlights brochure for the event.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

Weekly Statistics

- Fires: 4
- Fire Alarms: 6
- Hazardous: 1
- EMS: 75
- Motor Vehicle Accidents: 6
- Public Assists: 35

TOTAL CALLS: 127

- Aid provided to other agencies: 11 calls – Daytona Beach (3), Holly Hill (1), Volusia County (7)
- Total staff hours provided to other agencies: 9
- # of overlapping calls: 23
- # of personnel sent with EVAC to assist with patient care during hospital transport: 0
- Total EMS patients treated: 53

Training Hours

- NFPA 1001: Firefighting Training 3
- NFPA 1002: Driver/Operator Training 16
- NFPA 1500: Safety/Equipment Training 45
- NFPA 1410: Hose Evolutions 12
- NFPA 1620: Pre-Fire Plan Inspections 12
- EMT/Paramedic Training 22
- TOTAL TRAINING HOURS: 110

Station Activities

- Updated 28 pre-fire plans

- Conducted 2 fire inspections
- Visited 80 children at Noah's Ark Preschool to show truck and equipment.
- Participated in 9-11 ceremony at Signature Healthcare.

Human Resources

Staffing Update

- Job Requisitions
 - Public Works/Utilities/Treatment Plant Operator "C", Water Production
- Approved/Active Recruitment
 - Leisure Services – Recreation Program Specialist was advertised 08-12-13 and was 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 08-07-13 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. 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.
- Job Offers
 - A candidate has been selected to fill the part time (Seasonal) Maintenance Worker II position at Andy Romano Beachfront Park and began employment on 09-19-13.
 - A candidate has been selected to fill the Maintenance Worker IV position in Wastewater Collections/Reuse with an anticipated start date of 10-01-13.
- Promotions/Transfers
 - Police Department – Promotion of a Police Corporal to Sergeant effective 10-06-13.
 - Police Department – Promotion of a Police Officer to Corporal effective 10-06-13.
 - Public Works/Streets – A part time Recreation Leader has been selected to fill the Maintenance Worker II position effective 09-23-13
- Terminations/Resignations/Retirements
 - FY Attrition – M/E 8-31-13: 5.83% (excluding retirements).
 - 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 August 2013 monthly report reflects savings of \$89,649.79 for City residents in the twenty-nine months that the program has been in effect in Ormond Beach. Over 2,300 residents have utilized the program during that time.

City Events/Employee Relations Update

- New Employee Orientation has been scheduled for 10-25-13. This program reviews employee responsibilities, benefits, City policies and other useful information in order to orient new employees on what it means to be working for the citizens of the City of Ormond Beach
- Open Enrollment Benefit meetings 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: - 19 New work - 43 completed - 51 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	30,317	Inbound E-Mails Blocked	18,850
Delivered Inbound E-Mails	11,394	Quarantined Messages	73
Percentage Good Email	37.6%	Virus E-Mails Blocked	126
- Notable Events:
 - Attended the Volusia Technology Council meeting to discuss regional IT initiatives.
- Geographical Information Systems (GIS)
 - Addressing Additions: 0 Changes: 1 Corrections: 4
 - Map/Information Requests: 19
 - Information Requests from External Organizations: 2

- CIP Related Projects (pavement management, project tracking map): 0
- Meter GPS locate and ID: 22,502 total, completed 16,039 (71.3%) potable 15,556, Irrigation 482, EM 1
- Notable Events: None.

Leisure Services

- **Administration**
 - City Manager weekly meeting
 - Assistant City Manager weekly meeting
 - Park visits
 - City Commission Meeting
 - Staff meeting with Recreation Manager and Facilities Maintenance Manager
 - Beautification Awards Presentation
 - Nova Skate Park Meeting
 - Met with landscape contractors for weekly updates
 - AED Placement Meeting
 - Ballfield Maintenance team building meeting
- **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. Games started Sept. 14th.
 - CCA Football had a home game at the Sports Complex Championship Field #7 on Friday night at 7pm.
 - The Pop Warner 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 had their final week of preseason practices this week nightly at 5:30 and 7pm at the Sports Complex. Games will begin on Monday, September 23.
 - There was a USSSA 13's and 14's baseball tournament this Saturday and Sunday at the Wendelstedt Fields at the Sports Complex. Games were played from 8am-10pm. This was a rental.
 - 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 continued this Tuesday at 5pm at the Sports Complex on Soccer Field #4. This program runs six weeks.
- **Athletic Field Maintenance**
 - Mowed South Ormond softball outfield
 - Cleaned tennis and basketball courts at South Ormond
 - Tended to the infields, tennis and handball courts at Osceola School
 - Nova Park - mowed infields and outfields
 - Cleaned Skateboard Park
 - Cleaned new handball and basketball courts at Nova
 - Cleaned tennis courts at Nova Park
 - Picked-up and dropped off equipment to Fleet on daily basis
 - Made fuel runs for equipment

- Cleaned restroom, offices and lunch area of Maintenance Building
- Continued mowing of baseball fields, three times a week
- Continued mowing of the soccer fields, two times a week
- Continued mowing of the softball fields, two times a week
- Continued mowing, edging and trimming the T-Ball fields
- Replacing sprinklers as necessary
- Daily clean up of Limitless Playground by the softball Quad
- Mowed football fields at Ormond Beach Middle School
- Cleaned all sports parks of debris/trash from the events over the weekend
- Have competitive soccer leagues practicing Monday-Friday on fields 1-4, 9 and 10.
- Prepping for the coed league games. They play Monday-Wednesday.
- Getting Nova and Airport Complex fields ready for OB Golden Spikes practices and games.
- Painted and prepped the football field for Seabreeze JV, CCA and Ormond Pride's Thursday, Friday and Saturday games. CCA was rescheduled for this Friday due to weather last Friday.
- Prepping softball, baseball, soccer and T-ball for upcoming fall seasons and/or tournaments.
- High school fall baseball league has started using fields 1-3. Trying to keep field #1 a game field only.
- T-ball has begun 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.
- Opening day of rec soccer on Saturday.
- Hosted a men's softball tournament at the Quads all day Saturday.
- Began fall pesticide treatment this week. Got baseball fields 1-3 done. Spraying insecticide at the same time on all fields.

- 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.

- 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
 - AmVet Regional meeting Sunday 2:00-6:00pm

- Community Events
 - Weekly administrative tasks, office work, meetings and activities
 - Assisting with application processing for the 2013 Senior Games
 - Finalization of Senior Games promotional commercial in conjunction with PBG
 - Mail out of HO HO Parade "Register Now" notification post card to past participants
 - Attended staff meeting
 - Attended event meeting
 - Attended State of the City meeting
 - Attended Tourism Committee meeting
 - Researched and ordered promotional items for Leisure Services Department
 - Interoffice department mail duty
 - 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.
 - Registration is now open for the October/November session for students currently enrolled. New students may enroll beginning September 23.

- Nova Community Center and Special Populations
 - FitGyms conducted their personal training and tennis lessons.
 - Adult Jazzercise continues throughout the week.
 - Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
 - Open play took place various times during the week for those who participated in basketball, pickleball, ping pong, the game room and the exercise room.
 - Play Unplugged is again being offered for children ages 4-10 from 3:00-5:00pm every day. Each week different activities are planned including arts and crafts, obstacle courses, sports and board games.
 - Ms. Debby's Dance and Acting classes continue to meet at various times throughout the week.
 - Challenger Soccer, a soccer program for those with special needs, will continue to meet for practice on Tuesdays from 5:00-6:00pm until October 15.
 - Challenger Sports of All Sorts, a beginning sports program for children with special needs, will continue to meet on Wednesdays from 5:00-6:00pm until October 16.
 - Coed Youth Volleyball League will meet at various times throughout the week until November.

- The Casements
 - Yoga classes were held Tuesday in the Dance Room.
 - Pilates was held in the Dance Room Monday through Friday.
 - Tours continued Monday through Friday from 10am to 3:30pm and Saturday from 10-11:30am.
 - The Ormond Beach Historical Society tour took place at Bailey Riverbridge on Saturday afternoon.
 - A wedding ceremony and reception was held at The Casements Saturday afternoon.
 - A wedding was held at Bailey Riverbridge on Saturday afternoon.
 - The Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.
 - The Casements Guild had a board meeting at The Casements on Monday morning.
 - The Chamber of Commerce's Beautification Award was presented to The Casements Guild and the City of Ormond Beach on Wednesday morning for the Guild's contribution of the new gazebo on the north lawn of The Casements.

- The Guild Crafters met in Room 203 Thursday afternoon.
- Parks Maintenance
 - Installed new handicap accessible picnic table at Fire Station #91
 - Installed new trash can at Milton Pepper Park
 - Installed new handicap accessible picnic table at Milton Pepper Park
 - Replaced basketball net at Central Park I
 - Secured four picnic tables to concrete slab at the Magic Forest playground
 - Repaired broken deck board on pier at Sanchez Park
 - Repaired loose fascia board at Birthplace of Speed Park
 - Replaced broken support on bridge at Central Park I
 - Lowered City flags to half staff for 9-11 Remembrance Day
 - Applied insect control spray under picnic tables 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 routine maintenance of City vehicles and equipment as necessary
 - Replaced ceiling tiles in ladies restroom at the PAC
 - Installed new chair rail in the lobby area at the PAC
 - Replaced ceiling tiles in the conference room at the PAC
 - Fixed door knob in the activity storage room at Nova
 - Installed chair rail in office and hallway at the PAC
 - Checked gates Citywide
 - Hung poster board on the second floor break room at City Hall
 - Cleaned front door and light fixture at Ames House
 - Adjusted the swing gate in HR
 - Escorted elevator contractor for quarterly inspections
 - Set citywide flags to half mast for 9/11 Patriots Day
 - Unloaded picnic tables at Public Works
 - Met contractor for window tint at the new conference room at City Hall
 - Met contractor for pricing on adding a garage door to baseball
 - Picked up generator and pressure washer from Fleet
 - Repaired lights at the Police Department
 - Repaired street lights on Jefferson Street
 - Repaired lights in briefing room at Police Department
 - Replaced light ballast at SONC
 - Replaced breaker in the rock storage area near Nova Community Center
 - Repaired entrance gates at Police Department
 - Reset time clocks Citywide for power outages
 - Assisted contractor with ceiling tile replacement at City Hall second floor
 - Repaired lock in the jail at Police Department
 - Repaired urinal handle in men's room Fortunato
 - Delivered new trash receptacles with lids for new conference room at City Hall
 - Replaced broken sink in women's restroom at Nova
 - Replaced soap dispenser in men's room at Nova
 - Repaired toilet valve at Fire Station 91
 - Repaired toilet men's room Building A at the Senior Center
 - 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 PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall

- Weekly inspection of Andy Romano and SONC splash pads
- Prepared maintenance invoices and receipts for City facilities

Police Department

Administrative Services

- Lieutenant Godfrey attended City Staff meeting.
- Lieutenant Godfrey attended the City Commission meeting.

Community Outreach

- Two members of the Youth Director Council attended the Youth Directors Conference Committee training held in Orlando September 14-15. Youths interviewed guest speakers and made plans to organize the conference.
- PAL staff attended a Regional Police Athletic League meeting September 16th to review upcoming regional events in preparation for the Winter Basketball Season.

Community Services & Animal Control

- Animal Calls: 43
- Animal Bites: 1
- Animal Reports: 4
- Animals to Halifax Humane Society: 3 all cats
- Wildlife: 3

Criminal Investigations

- Cases Assigned: 4
- Cases Cleared by Arrest/Complaint Affidavit: 4
- Cases Exceptionally Cleared: 7
- Inactive: 15
- Fraud: 1
- Burglary Business: 1
- Burglary Residential: 1
- Larceny Car break: 0
- Grand Theft: 0
- Auto Theft: 0
- Offense Against Family/DCF Reports: 0
- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 0
- Robbery: 1
- Assaults: 0

Narcotics

- One Search Warrant
- Two Buy Walks

Comments:

- Burglary Investigation: Investigators have linked the Tomoka Oaks burglar to a residential burglary that occurred on Halifax Dr. An arrest warrant is in progress and will be served on Mr. Velez at the Volusia Branch Jail.
- Robbery Walmart: Investigators reviewed video from Walmart and determined that the incident was a retail theft and not a robbery.

Crime Trends: N/A

Records

- Walk - Ins / Window 98
- Phone Calls 123
- Arrest / NTA'S 25
- Citations Issued 136
- Citations Entered 140
- Reports Generated 123
- Reports Entered 123
- Mail / Faxes / Request 45

Patrol

- Total Calls 1,632
- Total Traffic Stops 257

Operations

Crime Opportunity Report Forms: 111

- 9/11/2013
 - Shoplifting, 1521 West Granada (Wal-mart), female arrested for stealing \$101 worth of merchandise.
 - Warrant Arrest, Fortunato Park. Subject found sleeping in the park. Computer check discovered subject had three open Volusia County warrants. Subject was taken into custody.
- 9/12/2013
 - Warrant arrest, US1/Mound Ave., suspect contacted on a traffic stop and had two open warrants for worthless checks.
 - Shoplifting/Robbery - 1521 West Granada (Wal-mart), Started out as a normal shoplifter call. However when Loss Prevention attempted to stop the subject he punched the employee and fled on foot. Several units searched the area with negative results. Lt. Crimins was still in service and was notified.
 - Battery/Domestic Violence- 169 Ponce De Leon Drive. Boyfriend and girlfriend involved in an altercation. There were conflicting stories reference to it being verbal or physical. Victim (boyfriend) would not write a statement. Girlfriend denied it becoming physical. No evidence to show a physical confrontation. Girlfriend left the residence for the evening. DCF notified since there were children present. 707 was completed due to the fact it was Domestic Violence and there was an allegation of possible battery.
- 9/13/2013
 - Shoplifting, 1521 West Granada Blvd (Wal-Mart). Suspect taken into custody.
 - Warrant Arrest, 790 West Granada Boulevard. Suspect arrested.
 - Narcotics Arrest, Lorillard and Ridgewood. Bicycle patrol stopped a male on a bike. He was found to have misdemeanor amount of cannabis. He was taken to jail.
 - Warrant Arrest, 1058 North U.S. 1; Suspect has an active warrant out of Oklahoma with full extradition for fraud/worthless check.
 - Fail to Pay Arrest; 801 South Nova Road (Rockin' Ranch) Suspect left the bar without paying his tab of \$199. Suspect left his credit card and drivers license on scene with the bartender. Port Orange Police Department made contact with the suspect and he was arrested.
 - Violation of Probation Arrest, South Nova Road / Village Drive. Suspect found on the side of the road drunk violating his probation.
- 9/14/2013
 - Vandalism, 908 North U.S. 1 (Kick Start Saloon). Vehicle parked behind the business was damaged. Keyed, tar on spots, hood torn off etc. Photos taken
 - Shoplifting, 530 South A1A. Suspect stole a hotdog from this store. The clerk wished to prosecute. Due to the subject's history, he was taken to jail.

- Battery/Domestic Violence, 246 Riverside Drive. Husband grabbed his wife and threw her on the ground and kicked her in the stomach. Suspect fled the area before our arrival and went to his mother's house on Sanchez Ave. Suspect wouldn't come out of his mother's house. Suspect arrived back to his residence and his wife notified VCSO dispatch that he was back home. Officers responded and took Suspect into custody.
- Warrant Arrest, South Yonge and Division. Suspect was stopped for no lights on his bicycle. He had a writ and was arrested.
- 9/15/2013
 - Battery/Domestic Violence, 111 Lucky Drive, suspect struck his mother over her eyebrow with her cell phone causing a laceration that required four stitches.
 - Shoplifting, 1521 West Granada (Wal-mart), suspect arrested for shoplifting.
 - Burglary (Hotel), 711 South Atlantic Avenue, credit cards taken from hotel room.
 - Narcotics Arrest, 600 Block South Nova Road, suspect was found to have misdemeanor cannabis on his person.
- 9/16/2013
 - Shoplifting, 220 North Nova Road (Publix), suspect arrested for shoplifting.
 - Battery/Domestic Violence, 82 So. Washington, female arrested for kicking her boyfriend.
 - Shoplifting, 1521 West Granada (Wal-mart), subject arrested.
- 9/17/2013
 - Narcotics Arrest, 3 Bayberry Court; suspect arrested for possession of cannabis and paraphernalia.
 - Warrant Arrest, 274 Selden Avenue, subject had open warrant for traffic fatality offense.
 - Warrant Arrest, 875 Hand Ave, subject arrested on an open warrant.

Traffic Unit

- Medical Call, 815 Ocean Shore Blvd. Motors responded for an unresponsive subject at the pool. CPR conducted until arrival of rescue personnel.
- Crash with Injuries, SR A1A / Amsden Road. Three-car rear end crash. At-fault driver had a suspended license. He was charged. Injuries were minor. Southbound lane blocked for about 30 minutes.
- Warrant Arrest, Lincoln Avenue / Ford Street. Motors assisted VCSO with perimeter of suspect wanted for DUI manslaughter, who was fleeing the neighborhood on foot. He was eventually caught on Selden Avenue.
- Laser and radar speed enforcement conducted by Motors on Riverside Drive due to complaints.
- Seat belt initiative for Seabreeze High School motorists in progress.
- VMB deployed on John Anderson Drive for upcoming construction. Detour enforcement conducted for worker safety.
- Traffic Citations 80
- Parking Citations 0
- Crash - No Inj. 16
- 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: 7 Cases Initiated
- Zone 2: 8 Cases initiated
- Zone 3: 3 Cases initiated
- Zone 4: 7 Cases initiated
- 6 signs have either been removed or sign cases created.
- 25 tree removal permit requests.
- Administrative staff assisted with five walk-ins and forty-seven (47) telephonic inquiries.

Public Works

- Engineering

- Construction Projects:

- Airport Rd. Forcemain Extension/Reclaimed Water Main Extension – Final As-Built drawings are being reviewed. Installation of a pressure relief valve system on the reclaimed watermain line at Breakaway Trails storage tank site is expected to begin at the end of September.
- Tymer 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 staff.
- John Anderson Drive – Construction started September 16th from Dormont Drive to Standish Drive with the milling of the northbound lane in advance of installation of the new 16" Force Main. A road closure notice has been issued to that effect. Zev Cohen & Associates conducted a public meeting to provide detailed information on the upcoming work and inform the residents of their continued role as Public Information Coordinator throughout construction. The meeting was held on September 12th at The Casements.
- Hand Avenue – The contractor has completed installation of all underground infrastructure. **Paving from Orchard St. to Harbour Lights Drive occurred on Saturday September 14th.** The contractor and engineer are working out the road crossing details for the culvert. Some modifications in the alignment cross section were necessary to provide maximum clearance for the sidewalk due to encroachment from the required guardrail and handrail. The contractor has constructed the lake interconnects and construction of the 3 pedestrian walkovers at the lake on the North and South side of Hand Avenue The elliptical culvert across Hand Avenue was installed. In the areas that have been paved, we have installed 1-inch of paving and intend to come back once all phases are complete and install a second 1-inch lift on the entire length of the road. This will provide a final road with no joints which will enhance the final appearance and ride of the road. FDOT typically follows this procedure for State roads. For now there will be a 1-inch difference in the pavement elevation and the edge of curb which may result in some ponding in the areas of the storm inlets until the final asphalt lift is placed.
- 2-inch Water Main Replacement – Mainland – Received clearance from the VCHD to put into service the new watermain on Andalusia Ave and Parque Dr. Work has begun on Oleander Place.
- 2-Inch Waterline Replacement – North Peninsula - Clearance paperwork has been submitted to Volusia County Public Health for the portion of the project installed on River Drive; preliminary as-builts have been received and reviewed for this section. The

- contractor is currently pressure testing, chlorinating, and taking bacteriological samples of the mains installed for the Aqua Vista cul-de-sacs. 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. Permit clearance was received for Cardinal Drive, Jamestown Drive, Stanford Road, and Princeton Avenue in order to allow final service connections to be made to the new main. The next work started was on 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 has begun work on the retaining walls and boardwalk across the canal. The canal on the south side of the culvert was dug as well.
 - 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 at which time the Notice to Proceed will be issued.
 - South Ormond Neighborhood Center- Final project closeout is in progress,
 - Downtown Underground Utilities Conversion - The next bi-weekly progress meeting is scheduled for 9/25/2013. The contractor is continuing installation of conduit for FPL and AT&T in Phase 1. FPL performed make ready activities for the south side of Granada on Saturday, September 14, and on September 18th (Wednesday) installed a pole for the northern end of the project on Ridgewood Avenue to complete the make ready work. Brighthouse and Level (3) have begun work.
 - FDOT A1A Left Turn Lane at Lynnhurst Drive – The turn lane has been completed and contractor is working on punchlist items.
 - OBSC Multi-Use Fields – 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 – Contractor has completed resurfacing streets. Staff is inspecting streets for any deficiencies.
 - 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.
 - 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 was approved at the September 17, 2013 CC meeting.

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 has completed geotechnical testing at the proposed site and is meeting with a skatepark designer to discuss design options.
- Downtown Banner – The FDOT has issued the construction permit. Staff is issuing a purchase order to purchase 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 - 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 City has had preliminary discussions with FDOT regarding utilization of the District ITS fiber and permitting of the project. It is anticipated to send conceptual plans to FDOT the week of September 16, 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 an effective date for the maps as February 19, 2014.
- Corrugated Metal Pipe Rehabilitation – Corrugated Metal Pipe Rehabilitation- Project is currently bidding.

Administration/Meetings/Customer Service/Other:

- Held public meeting on John Anderson Drive to discuss construction.
- Held meeting with Masci on John Anderson Drive to discuss project coordination and progress meetings.
- 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).
- FDOT Liaison Workshop- Attended FDOT District 5 workshop to discuss utility coordination, upcoming changes in ADA standards, public right-of-way accessibility, maintenance of traffic and American made product purchasing standards.
- US1 Resurfacing- Attended FDOT preconstruction meeting for the resurfacing of N US1, from Woodland Ave and Nova Road. Only the north bound lane is being resurfaced and the project will also include improvements to: sidewalk, guardrail, minor drainage, and pavement markings. Construction is scheduled to start September 22, 2013. Only lane closure will be performed, no roadway shutdown. Minor delays are expected during rush hours. Work will be conducted day and night.
- Nova Rd Landfill - Reviewed the semiannual groundwater monitoring report, which was then submitted to the FDEP for review and approval.
- Created separate sketch and legal descriptions for annexation of 390 Williamson Blvd and adjoining right of way per Planning Dept request.
- Provided as-built drawings of utilities in the Hunters Ridge Subdivision in Flagler County, and 1375 N Oceanshore Blvd to Zev Cohen per request.
- On site meeting at 437 Triton with contractor for development of SWMP.
- Staked out right of way at Oleander / US1 intersection for the placement of new 2" watermain.
- Located soil boring holes at proposed skate park site and added locations drawing for creation of site plan.
- Researched and provided well site piping information for wells 5D, 8D, 11D, 15D, and 20D per Utilities Div request.
- Completed tree locate at 413 & 415 Shady Branch Trl per NID request

- Researched and provided watermain interconnect (Daytona/Ormond) as-builts per Utilities Div request.
- Researched and provided as-built copies of the N Woodmere Area sanitary mains to Wastewater Div per request.

- Environment Management
Street Maintenance

- Asphalt / Concrete

- Formed basin and gutter at Jamestown Dr and Peninsula Dr
- Lay sod at 200 block of Orchard St
- Lay sod at Buena Vista Ave and Plaza Grande Ave
- Sidewalk inspection – Zone 4
- Sidewalk inspection – Zone 6

- 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 tree at 400 block of North Beach St
- Removed (2) trees at Nova Recreation pavilion
- Trimmed on Northbrook Dr
- Trimmed on Parkview Ln
- Trimmed on Alcazar Ave
- Trimmed on Domicilio 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
- Weed control on A1A by the bridge
- Assisted Concrete crew with sod placement on Orchard St and Buena Vista Ave
- Assisted Concrete crew with basin form on Jamestown Dr and Peninsula Dr
- FDOT Right-of-way trimming

- Sign Shop

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

- Various Locations, checked for signs that may need attention or replacing
- Sign Shop, fabricated 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
- On-going training of new employee

- Stormwater Maintenance

- Maintenance Crew

- Locates citywide

- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Replaced outfall pipe at 1500 block of Oak Forest Dr
- Sprayed Division Avenue pond
- Sprayed Old Kings Road pond
- Sprayed north US 1 Hwy
- De-littered FDOT ponds
- Drainage inspection at 800 block of John Anderson Dr
- Drainage inspection on East Victoria Cir

Vactor

- Cleaned various basins

Mowing

- Reachout Mowing – on N. US1
- Slope Mower – training for various employees
- Mowed at airport ponds

Street Sweeping/Streetsweeper

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

- Fleet

Mileage Traveled by all City Departments for the week
32,221

PM Services completed for the week:

Emergency—Vehicles and Equipment
20

Non-Emergency Vehicles and Equipment
12

Road Calls for the week:

0

Quick Fleet Facts:

- Fleet has gallons of 10,368 unleaded and 5,687 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,715 gallons of unleaded and 866 gallons of diesel.
- Fleet completed 65 work orders this week.

- Utilities

- Annual W & WW Chemical Bid & Procurement – Insurance changes by AirGas Specialty Corp. and Airgas Carbonic were reviewed by Legal. Legal recommends a marked up contract be sent to the vendor when awards are finalized. An award recommendation is prepared for the October 1st City Commission meeting.
- Concentrate Piping Connection to Reuse Storage Tank – Comments to the revised plans and specifications were addressed by the consultant. A bid number was assigned and a bid date and time established. Plans and specs are being finalized for submittal with a disposition memo.
- Division Avenue Well Field Raw Water Piping – Requested information was given to the consultant for design preparation.
- 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. Items are scheduled to be installed this month.
- Laboratory Testing Services Contract – Executed contracts were received. Service is scheduled for 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 projects were obtained for realization of appropriate point of service configurations.
- 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 -VFD found to be inoperable by Siemens technician - replaced the power module - Pump #1 is back in service and placed in the lead position for testing. CenState visited site to meet Siemens technician concerning VFD #3. Fuses are being obtained and motor being checked prior to scheduling start-up.
- Ormond Beach Wastewater Treatment Plant Expansion – Soliciting quotations for the clarifier RAS valves, compatible with existing actuators.
- John Anderson Drive Project is under construction with 16 inch force main installation scheduled for early phases of work.
- Rima Wells Auxiliary Power Generator – Project is under design.
- Root Control Services – Sanitary Sewer Collection System – Root control services by Municipal Sales, Inc. is scheduled to be completed this week.
- Saddler's Run Lift Station Rehabilitation – Project under design by QLH.
- Sanitary Sewer Pipeline Repair – Responded to potential bidder questions concerning liner product thickness specifications.
- 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. A request to delay the notice to proceed was requested by the contractor.
- 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 meeting is scheduled to review main shut down implications.
- Water Storage Tank Cleaning and Inspection – The vendor is preparing a schedule to begin the cleaning early next year.
- SPRC – River Oaks Subdivision Project: Water permit applications are also under review by Volusia County Health Department. Sunoco at 1375 W Granada – Reviewed revised plans. Airport Business Park Lot 3: Discussed development options with the engineer for lots 3 and 4. Wyndridge – Met with the developer and engineer to discuss the proposed 8 lot parcel on N. Halifax. Lot split at 393 John Anderson Drive – The north lot needs water and sanitary sewer connections but has reclaimed water. The south lot needs reclaimed water service connection.
- Water Distribution
 - Exchanged 22 residential/commercial broken or unreadable water meters
 - Responded to and/or repaired 11 water service leaks
 - Installed 1 new water service & meter
 - Replaced 4 water services due to age of piping and low pressure
 - Repaired/replaced 8 meter boxes
 - Performed accuracy testing on 4-2" & one each 3" and 4" commercial water meters

- Responded to 4 low water pressure and 4 discolored water complaints
- Assisted 5 customers with misc. water issues (i.e. stiff valves, etc.)
- Repaired a 6" water main break on Bosarvey Cir
- Performed valve maintenance on 26 valves due to valve maintenance, water main leaks and scheduled shut downs.
- Performed 4 tests and repairs on city owned backflow preventers
- Repaired the flushing device on Bonnie View Dr
- Performed flushing in Winding Woods, Fiesta Heights and Plaza Dr.
- Performed valve locations for future leak detection in water base map grid A6
- Assisted the City of Daytona Beach open the water interconnects on Williamson Blvd and S. Atlantic Ave
- Removed the backflow device on the potable interconnects to the Breakaway Trails fire protection/irrigation due to newly connected reuse water feed to BAT pump station
- Restored landscaping due to excavation on Rivocean Dr, Williamson Blvd, N Beach St
- Rescinded the boil water for Bosarvey Cir
- Utility locate service for Water/wastewater/reuse: received notice of 131 regular and 3 emergency utility locates for the previous week. Continued ongoing locating for Hand Ave and Tymber Creek Rd projects. Continued 2" water main replacement project locates in the North and 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 36.670 million gallons for the week ending Sept. 15, 2013 (5.239 MGD)
 - Backwashed 11 filters for a total of 419,000 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 one boiled water notice.
- Wastewater Collection – Reuse
 - Crews responded to five trouble calls Breakaway/Hunters Ridge PEP System service area and six in town.
 - Municipal Sales Inc. began sanitary sewer main line root control on 9/09/13 thru out the city. Completed 26,400 linear feet and used 134,000 gallons of reclaimed water.
 - Televised seven, cleaned six, and root controlled three sewer laterals.
 - Replaced irrigation box at 19 Foxhunters Flat.
 - Repaired clean out at 175 Division Ave.
 - Vactor cleaning truck and TV truck out of service for repairs.
- Wastewater Treatment
 - Domestic and Industrial Wastewater flow was 29.15 Million Gallons.
 - Produced 24.41 Million Gallons of Reuse.
 - Produced 4.74 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.16 MGD, plant designed for 8 MGD.
 - Hauled tons of sludge 149.34 (14%-18% Solids).
 - Passed Quarterly Chronic Bioassay Testing
- Utilities Maintenance Division
Wastewater Plant – Lift Stations
 - 1M – No starts pump #1 - pulltg both pumps – reset motor starter - found pump motor #1 bad – replaced with used inventory – all OK
 - 8P – replaced motor starters with new inventory – high amp draw pump #1 – found blockage at volute – cleared – all OK

- SCADA monitor/ response various lift stations this period: 1M – high starts - cleaned probe; Walmart – reset motor starter & cleared blockage; Bear Creek – reset motor starter & cleared blockage; 8M3 - reset motor starter & cleared blockage; Camelot – no starts pump #1 – deragged – replaced faulty alternator relay; Cypress Place – deragged checked valve #1; 13M – replaced pump #2 with spare inventory
- Monthly PM's: Influent PS Odor Control; Grit Snail; Carrousel 1 & 2 Surface Aerators (In & Outboard); RAS / WAS Pump Systems
- Annual PM's: Digester Blower #3; Fermentation Submersible Mixers #1 & #3;
- Clarifiers – cleaned telescopic valves
- Breakaway Trails Reuse Booster Station – Control Panel cleaned and inspected – all 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
- Liftstation PM's: 21 monthly and 1 annual performed to include monthly generator checks at 6 stations.
- Plant wide oil & grease route
- Oversaw and coordinated Influent Pump Station VFD #1 troubleshooting and repair with Siemens technician – pump #1 placed back into service 9/18/13 - monitoring
- Shop –disassembled 20" gate valve from Influent Bypass system recently removed for inspection due to not operating to full range – assessing repair needs
- 89 work orders completed and closed for this section for this week
- 14 unscheduled plant repairs

Water Plant - Well Fields - Booster Stations

- Well 15D - Installed new check valve refaced at machine shop
 - Well 17D – Pump not responding – retested with operations – ok
 - Sodium Hypochlorite Generator #1 – troubleshooted – repaired solenoid
 - Filter No. 6 Actuator – cleaned connection box – ok
 - Repair water leaks at lime sludge thickener system
 - Potable water interconnect (Calle Grande) – performed monthly PM
 - Performed various plant and well PM activities
- Wastewater Collection/ Treatment/ Disposal Regulatory Activities
 - Reclaimed Water Educational Program: The Reclaimed Water Brochures were mailed to all accounts within the City's reuse service area. The brochure will provide pertinent customer and contact information.
 - 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.

Support Services/City Clerk

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

- City Clerk attended weekly City Manager Staff Meeting
- Staff attended and provided support for the September 17, 2013, City Commission Meeting
- Agenda packet preparation and creation for the October 1, 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