

## City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: September 27, 2013

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

### **City Manager**

Reviewed and prepared with staff as follows:

- General discussion with Planning Director

Spoke to, attended and/or met with:

- ICMA Annual Conference on Saturday, September 21 through Wednesday, September 25
- Chamber of Commerce Board of Directors meeting
- FLC Board of Directors meetings on Friday, September 27 and Saturday, September 28

### **Community Development**

- Planning Services

- Planning learned that Chelsea Place First Reading Annexation Ordinance will need to be reheard as a First Reading on October 1, 2013. Notice to the County was not timely and according to Florida Statute 171 failure to notice within the 10 days of posting the ordinance in the paper is specific cause for making the annexation null and void if challenged by a third party.
- This week much effort went into updating the ARTPLAN (Arterial Planning) Analysis for each road corridor that is located in the City. The last two weeks was devoted to completing the generalized Level of Service (LOS) planning analysis for the 2013, 2020 and 2025 LOS trend analysis. The ARTPLAN analysis is a more detailed preliminary engineering LOS analysis in order to obtain an accurate determination of the LOS of a road corridor facility. As development continues to increase, ARTPLAN will be used to evaluate traffic studies prepared by applicants for development outside of the City's Transportation Concurrency Exception Areas.
- The Department has authorized Pallans Associates, the City's Wireless Facility consultant, to analyze the current wireless provisions contained in the LDC and recommend improvements as to process and regulating wireless given the technological changes. Wireless technology has substantially changed since 1997 when the City's current Telecommunication Ordinance was adopted. Today and into the future, the City faces capacity issues which are different than coverage issues which was the impetus for the 1996 wireless facility provisions.
- Hospice has filed a wall waiver for their new facility on Booth Road which will require a Special Exception. The Department will not support the wall waiver. The Land Development Code requires a wall between residential and non-residential development. In lieu of this wall, the wall could be waived by the Department if there were a sizable natural buffer. The Department is not willing to waive the wall administratively since the 50 feet of natural buffer is not guaranteed. It could be replaced by the underlying right of way easement. If the right of way easement was eliminated and a permanent conservation easement placed over the same area, there would be no need for a Special Exception since the Department could administratively approve the wall waiver. If the

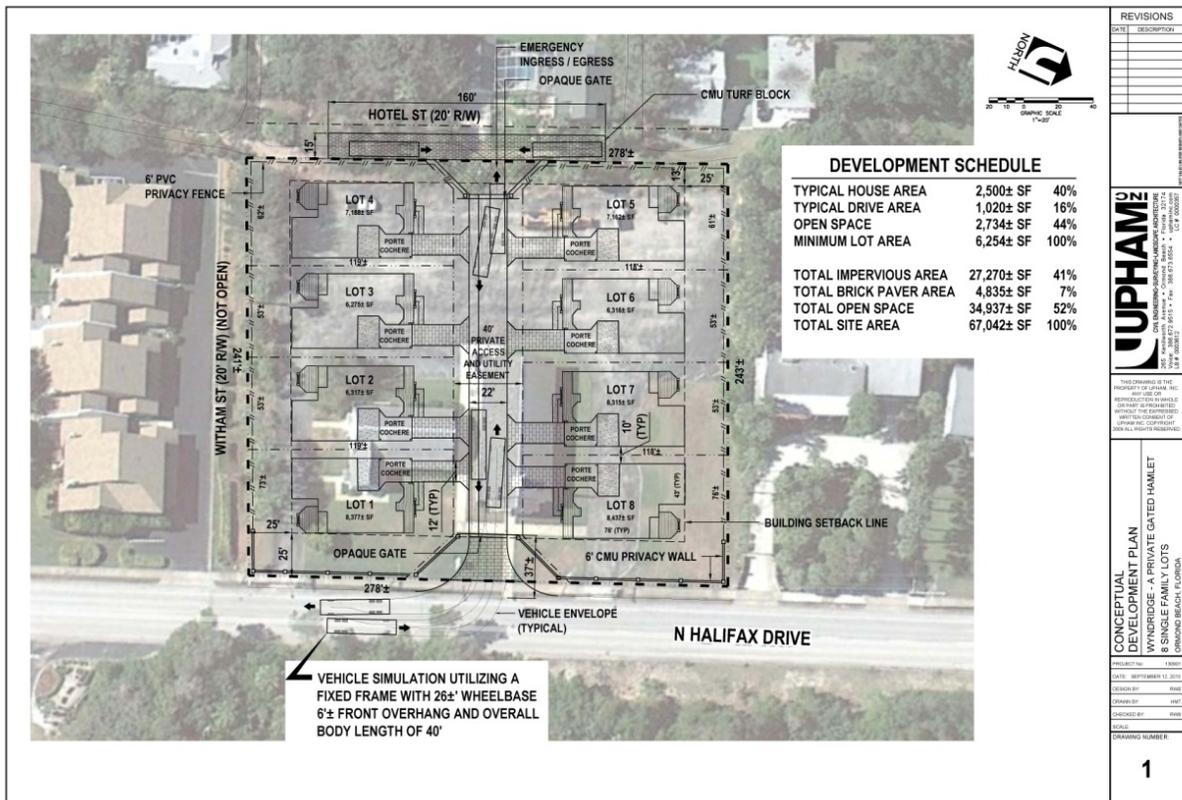
right-of-way is developed for a road in the future, the buffer will be less than adequate to protect the adjacent neighborhood.

- The Department drafted provisions to be included in the Interlocal Service Boundary Agreement (annexation) and Planning Interlocal Agreement (planning & regulatory) for the US 1 N. corridor regarding the treatment of Itinerate Merchants Licenses. Properties which have existing year around businesses will have an exemption from the proposed amortization schedule. Properties which are vacant and are used only during recognized event days will have an amortization of 5 years whereupon the IML will cease. The purposes of the provisions are to stay the former and reduce the latter. The amendments are under review by the City Manager, Assistant City Manager and City Attorney.
- Building Services
  - 88 permits issued with a valuation of \$1,302,436.00
  - 213 inspections performed.
  - 12 business tax receipts issued
- Development Services
 

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

  - 100 N. Halifax (Conversion of Church property to 8 single family units.

Issues: The Use of Hotel Street for offsite emergency vehicle turnaround is not permitted. The turnaround must be within the private development. There are questions also as to whether Hotel Street actually exists as public right-of-way. Emergency turnaround within the proposed development can be accommodated with the loss of one unit.



REVISIONS	
DATE	DESCRIPTION

**UPHAM INC.**  
 CIVIL ENGINEERING ARCHITECTURE  
 1000 W. WINDRIDGE DRIVE, SUITE 100  
 WINDRIDGE, FLORIDA 32093  
 PHONE: 386.872.4515 FAX: 386.873.8854  
 WWW: WWW.UPHAMINC.COM

**CONCEPTUAL DEVELOPMENT PLAN**  
 WINDRIDGE - A PRIVATE GATED HAMLET  
 8 SINGLE FAMILY LOTS  
 (UNLESS NOTED OTHERWISE)

PROJECT NO: 13001  
 DATE: SEPTEMBER 11, 2013  
 DRAWN BY: RWB  
 CHECKED BY: RWB  
 SCALE: AS SHOWN  
 DRAWING NUMBER: **1**

## **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. Discussions with Tomoka Holdings on construction of utilities and roadways into the Commerce Park are forthcoming.

#### 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

- The Chamber Tourism Committee met to discuss marketing brochure and the sponsorship and advertising plans. Funding for the Tourism Guide is part of the Chamber's 2014 Service contract.
- Staff met with the Team Volusia Economic Development Practitioners and a nationwide site selector and small business prospect to discuss economic development within Volusia County and each of the participating communities.

#### 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 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 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. The priority list will be presented to the Commission on September 17.

#### Airport Operation and Development

- Economy Electric completed work this week to install important security lighting upgrades at the airport. Economy Electric replaced all of the old metal posts and structural supports on the airport and replaced all of the obsolete lighting components with new, high efficiency LED units. 100% funding for this project has been provided by FDOT.

- Staff has been advised by FDOT that state consideration of a Joint Participation Agreement request for the design engineering phase of the Taxiway Golf Construction and Airfield Electrical Improvements Project will be undertaken this week.
- Staff completed work to process the final payment request for Halifax Paving, Inc. for their work on the Taxiway Alpha Relocation and General Airfield Improvements Project.
- Staff conducted two prospective new business tenants on a tour of available airport properties this week.
- Staff continues to work with AVCON, Inc. to develop a project to clear certain obstructions in the vicinity of the airport, as identified by the FAA. Preliminary cost estimates have been provided to FDOT for consideration of state funding for this project.
- Staff has been advised by the FAA that new instrument approach procedures for the airport will be available on October 17, 2013.
- 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 38 Journal Entry Batches (#5159-5268).
  - Approved 17 Purchase Requisitions totaling \$81,074.33
  - Issued 13 Purchase Orders totaling \$390,120.
  - Bid 2013-36, Stormdrain and Sanitary Sewer Pipe Lining Rehabilitation, bid opening on 9/25/2013, three (3) submittals received.
  - RFP 2013-37, Proposal for Sports Officials, Umpires, and Score Keepers, advertised on 9/22/2013 and posted to demandstar.
  - Prepared 159 Accounts Payable checks totaling \$319,035 and 44 Accounts Payable EFT payments totaling \$384,756.85.
  - Processed 3,490 cash receipts totaling \$909,629.89.
  - Processed 340 utility bill payments through ACH totaling \$25,655.49.
  - Processed and issued 7,530 utility bills with billed consumption of water of 50,692.30k.
  - Issued 337 past due notices on utility accounts.
  - Auto-called 156 utility customers regarding receipt of a past due notice.

#### **Grants/PIO**

- Public Information
  - Press Releases
    - FPL Tree Trimming
    - Movies on the Halifax (10/4)
  - Other
    - Citizen Contacts
    - Media Contacts
    - Added to and updated items in News & Announcements and other pages on the City's website.

- Continued working on State of the City presentation with the videographer and community partners; and, finalized this year's Summary and Highlights brochure and sent to the printer for reproduction.
- Completed October Employee Newsletter
- 9-1-1 System Problems CodeRED Notice
- Water Main Improvements CodeRED Notice
  
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - Attended mandatory Community Development Block Grant training.

**Fire Department**

**Weekly Statistics**

- Fires: 1
- Fire Alarms: 5
- Hazardous: 6
- EMS: 51
- Motor Vehicle Accidents: 4
- Public Assists: 46

TOTAL CALLS: 113

- Aid provided to other agencies: 9 calls – Daytona Beach (1), Volusia County (8)
- Total staff hours provided to other agencies: 7
- # of overlapping calls: 21
- # of personnel sent with EVAC to assist with patient care during hospital transport: 1
- Total EMS patients treated: 38

**Training Hours**

- |  |     |
|--|-----|
| • NFPA 1001: Firefighting Training     | 8   |
| • NFPA 1002: Driver/Operator Training  | 5   |
| • NFPA 1021: Officer Training          | 4   |
| • NFPA 1500: Safety/Equipment Training | 67  |
| • NFPA 1410: Hose Evolutions           | 9   |
| • NFPA 1620: Pre-Fire Plan Inspections | 13  |
| • EMT/Paramedic Training               | 42  |
| • TOTAL TRAINING HOURS:                | 148 |

**Station Activities**

- Updated 35 pre-fire plans
- Conducted 2 fire inspections
- Conducted 75 fire hydrant inspections
- Visited 65 children at Children's House Montessori to show truck and equipment.

**Significant Incidents**

- 9/16/13, 9:32 PM: Andrews St., EMS – 84 year old fell down stairs – suffered life threatening injuries – transported as a trauma alert – firefighter paramedic assisted EVAC during transport.
- 9/22/13, 5:53 AM: Oak Brook Dr. – Building Fire – Fire involved porch furniture and siding of single family home – fire reached soffit area but was extinguished before fire extended into attic space.

## **Human Resources**

### **Staffing Update**

- Job Requisitions
  - Leisure Services/Gymnastics – Part Time Recreation Leader
  - Leisure Services/Gymnastics – Part Time Assistant Gymnastics Instructor
  - Leisure Services/P.A.C. – Part Time Recreation Leader
  - Public Works/Utilities Wastewater – Maintenance Worker II
  
- Approved/Active Recruitment
  - Public Works/Utilities (Water) - Treatment Plant Operator “C” was advertised 09-22-13 on the City’s web site with a closing date of 10-04-13.
  - Police Department – Police Officer was advertised 09-22-13 on the Florida Police Chief’s web site and the City’s web site with a closing date of 10-18-13.
  - Leisure Services/Community Events – Part time Community Events Technician was advertised 09-22-13 on the City’s web site and will remain open until filled.
  
- Screening/Interviews Scheduled
  - 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 were conducted on 09-12-13.
  - Leisure Services/Nova Gym – Part Time Recreation Leader was advertised on 08-20-13 and will remain open until filled. Applications were entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review. Interviews are currently in progress.
  - Leisure Services – Recreation Program Specialist was advertised 08-12-13 and will be recruited through 09-03-13 to coincide with the Florida Parks and Recreation Association (FRPA) conference. Twenty-one (21) applications were entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review. Interviews will begin on 09-30-13.
  
- Job Offers
  - A candidate has been selected to fill the Maintenance Worker IV position in Wastewater Collections/Reuse and will begin employment on 10-02-13.
  - Police Department – Two (2) Police Officer candidates will begin employment on 09-30-13.
  
- Promotions/Transfers
  - 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).
  - Police Department/C.I.D. – Crime Analyst effective 09-30-13.
  - Leisure Services/P.A.C.- Part time Recreation Leader effective 10-03-13.
  - Police Department/Operations – Police Officer effective 10-03-13.
  - Fire Department – Fire Captain effective 10-11-13.

### **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 were held 09-18-13, 09-19-13 and 09-20-13 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 Mayor's Health & Fitness Team planning meeting.
- Attended WC deposition.
- Attended Leadership planning meeting.
- 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: - 18 New work - 40 completed - 38 in progress
  - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	42,354	Inbound E-Mails Blocked	29,697
Delivered Inbound E-Mails	12,535	Quarantined Messages	122
Percentage Good Email	29.6%	Virus E-Mails Blocked	133

- Notable Events:
  - None.

• Geographical Information Systems (GIS)

- Addressing Additions: 2 Changes: 0 Corrections: 1
- Map/Information Requests: 34
- Information Requests from External Organizations: 0
- CIP Related Projects (pavement management, project tracking map): 0
- Meter GPS locate and ID: 22,502 total, completed 16,296 (72.4%) potable 15,801, Irrigation 494, Effluent
- Notable Events: Completed GPS locate of water meters on Beachside.

### **Leisure Services**

- **Administration**
  - Assistant City Manager weekly meeting
  - Park visits
  - Public Works meeting
  - Staff meeting with Recreation Manager and Facilities Maintenance Manager
  - Athletic Fields turf meeting
  - Multi-purpose building project meeting
  - Met with landscape contractors for weekly updates
  - Ballfield Maintenance team building meeting
  - Ocean Conservancy International Coastal Clean Up Day
  - Gymnastics Center 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 this week at the Nova fields and at the Wendelstedt Fields.
  - The Ormond Beach Soccer Club's recreational and competitive teams continued practices for their upcoming fall season and tournaments.
  - The OBSC Recreational Program had their opening week of Saturday morning games.
  - 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 started their first week of games this week, nightly at 5:45 and 6:45 at the Sports Complex, Quad #3 and the Kiwanis Baseball Field.
  - 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, Soccer Field #4. This program runs six weeks.
  - The City's Youth Volleyball Program is in week #3 at the Nova Community Park Gym. Days vary throughout the season, but are held at 5:30 for the novice group and 7pm for the experienced group. Currently 50 participants are signed up. This is a high for the fall season.
  
- **Athletic Field Maintenance**
  - Mowed South Ormond softball outfield
  - Cleaned tennis and basketball courts at South Ormond
  - Tended the infields, tennis and handball courts at Osceola Elementary
  - Nova Park - mowed infields and outfields
  - Cleaned Skateboard Park
  - Cleaned new handball and basketball courts at Nova
  - Cleaned tennis courts at Nova Park
  - Picked-up and dropped off equipment to Fleet on daily basis
  - Made fuel runs for equipment
  - Cleaned restroom, offices and lunch area of Maintenance Building
  - Continue mowing of baseball fields, three times a week
  - Continue mowing of the soccer fields, two times a week
  - Continue mowing of the softball fields, two times a week
  - Continue mowing, edging and trimming the 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 CCA and Ormond Pride's Friday and Saturday games.
- 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. Tryng 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.
- Preparing for rec soccer on Saturday.
- Fields used Saturday and Sunday for competitive soccer.
- Hosted a USSSA tournament at the baseball fields over the weekend.
  
- Senior Center
  - Civil Air Patrol met on Monday from 6:30pm to 9:00pm
  - Granada Squares Dancers met on Tuesday from 7:00pm 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 held their annual membership meeting. Kopy Kats and CMT held regular classes.
    - Tuesday: Show Club and CMT held regular classes.
    - Wednesday: Show Club and CMT held regular classes.
    - Thursday: Show Club and CMT held regular classes. Kopy Kats held on stage rehearsal.
    - Friday: CMT held regular classes.
  
- 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 5:45-7:00pm
  - YMCA Soccer Monday/Friday 5:30-7:00pm
  - MLK Prayer Breakfast Planning Meeting Tuesday 6:00pm
  - Tile project (hallway) began on Wednesday
  
- Community Events
  - Weekly administrative tasks, office work, meetings and activities
  - Assisting with application processing for the 2013 Senior Games
  - Attended Senior Games Board Committee meeting

- Senior Games promotional commercial on air in conjunction with PBG
- Attended staff meeting
- Tasks and assignments for the “State of the City” Luncheon
- Preliminary planning for the Employee Appreciation Day Luncheon, food and infrastructure
- Preliminary planning activities for the following upcoming events:
  - Veterans Day
  - Holiday Concert
  - Santa on the Go, Letters to Santa, Santa Calling
  - Home for the Holidays Parade
  - Breakfast with Santa
- Gymnastics
  - 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.
- 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.
  - 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 on Tuesday, Wednesday, Thursday and Friday
  - Tours continued Monday-Friday from 10am to 3:30pm and Saturday 10-11:30am.
  - The Herb Society met at Bailey Riverbridge on Saturday afternoon.
  - The ECHO Ranger program took place at The Casements Saturday morning.
  - A wedding was held at The Casements on Saturday evening.
  - The Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.
  - The Gaslight Parade and Car Show meeting was at The Casements on Tuesday afternoon.
  - The Guild held a general meeting in The Gallery on Wednesday morning.
  - The Coordinator met with a bride for a wedding consultation on Thursday afternoon.
  - The Guild Crafters met in Room 203 Thursday afternoon.
  - Set up for King of the Grill took place in Rockefeller Gardens and Fortunato Park on Friday.
- Parks Maintenance
  - Replaced basketball net at Central Park I

- Filled in washout by entrance at Central Park I
- Trimmed low hanging limbs at Central Park IV
- Repaired three remaining basketball backboards at Osceola Elementary
- Installed retrofit grill at Andy Romano Beachfront Park
- Installed new hose for washing beach gear at Andy Romano Beachfront Park
- Pressure cleaned picnic area at Waldo O. Berry Park
- Installed beach gear informational sign
- Took boat to Fleet for preventative maintenance
- Painted frame for sign installation at Sanchez 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 soap dispenser outside men's room at Nova
  - Installed new kitchen cabinets at City Hall conference room
  - Replaced men's urinal Sloan valve assembly at Riverbend Park
  - Fixed west side door lock at Nova
  - Checked men's downstairs urinal water flow at City Hall
  - Installed sink faucet, drain and water heater at City Hall Conference Room
  - Adjusted water flow on the toilets at Andy Romano
  - Installed microwave for new conference room at City Hall
  - Drained and cleaned filter tank at splash pad Andy Romano
  - Set flag at half staff at Police Department, City Hall, SONC, Public Works, Fleet, PAC and Senior Center
  - Cleaned actuators for splash pad at Andy Romano
  - Repaired two motion sensors in hallway and Director's office at PAC
  - Repaired broken outlet at Nova
  - Installed new water heater for kitchen sink at Fleet
  - Called contractor for A/C at Police Department
  - Caulked window in the copy room at Public Works
  - Installed new service for the microwave at City Hall conference room
  - Repaired lights at Bailey Riverbridge
  - Repaired street pole on Law's Lane
  - Reset fountain breaker at Central Park I
  - Installed soap dispenser at men's room at Central Park I
  - Traced circuits for bollards at Nova Rec
  - Traced circuits at Airport Sports Complex for new fence
  - Met fence contractor for damage at Waste Water
  - Installed airport parking lot lights
  - Removed abandoned power at Nova Rec
  - Replaced soap dispenser in men's room at Nova
  - Repaired toilet valve at Fire Station 91
  - Repaired toilet men's room Building A 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**

- Staff attended a meeting at the Daytona Beach Police Department regarding the FBI's Virtual Command Center.
- Staff attended training for all department Firearms Instructors.

#### **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 Youth Director Council and Ms. Messersmith attended the OBPAL fundraiser at Platinum Health, Fitness and Yoga. The last fundraiser class will be held Saturday, September 28th.

#### **Community Services & Animal Control**

- Animal Calls 51
- Animal Reports: 8
- Animal Bites: 1
- Animals to Halifax Humane Society: 5 ( Dogs: 1 Cats: 4)
- City Citations for Muscovy duck issue have been paid.
- Injured Wildlife: 2
- Traps issued: 2
- Animal Licenses: 4
- Solicitor Permits: 2

#### **Criminal Investigations**

- Cases Assigned: 24
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 4
- Inactive: 4
- Fraud: 5
- Burglary Business: 0
- Burglary Residential: 5
- Larceny Car break: 3
- Grand Theft: 5
- Auto Theft: 2
- Offense Against Family/DCF Reports: 0
- Missing Persons: 1
- Recovered Missing Persons: 1
- Sex Offense/Rape: 1
- Robbery: 0
- Assaults: 1
- Police Information: 1

#### **Narcotics**

- Two Search Warrants
- Three Buy Walks
- Three Buy Walk Attempts

Comments:

- Carbreak: Lawn equipment stolen from vehicle at Nova Recreation Center. Investigator had a partial tag number and was able to identify a suspect utilizing the DAVID system. The suspect is a known burglar that resides in the area.
- Carbreaks: Two car breaks occurred at Andy Romano Beachfront Park (Felony Lane Style). Florida Highway Patrol stopped a vehicle for unlawful speed and further identification produced evidence linking the occupants to the car breaks in question.
- Grand Theft: A cell phone was stolen from Walmart when a customer walked away from the check-out line. The suspect was caught on video and the suspect was observed leaving in a white Impala. Investigators used information from the video and have identified a suspect who resides in the area.
- Stolen Vehicle: A vehicle stolen off of Alcazar Avenue has been recovered in Daytona Beach and a subject has been arrested.

Records

- Walk - Ins / Window 68
- Phone Calls 72
- Arrest / NTA'S 35
- Citations Issued 147
- Citations Entered 176
- Reports Generated 132
- Reports Entered 132
- Mail / Faxes / Request 16

Patrol

- Total Calls 1,623
- Total Traffic Stops 256

Operations

Crime Opportunity Report Forms: 151

- 9/18/2013
  - Battery-Domestic Violence, 955 South Nova Road #32, suspect arrested for battering his girlfriend.
  - Burglary (Residential), 147 Northbrook Lane, Suspect is victim's ex-girlfriend.
  - Warrant Arrest, 58 Crestwood Circle, suspect arrested on Flagler County Warrant.
- 9/19/2013
  - Burglary (Residential), 102 Pinecrest Avenue, a friend is suspect in theft of some property.
  - DUI Arrest, South Orchard Street/James Street, suspect arrested for Battery on a Law Enforcement Officer and DUI.
- 9/20/2013
  - Carbreak, 440 North Nova Road (Nova Recreation Center), victim had a leaf blower taken out of his vehicle. Suspect saw a suspicious red or maroon passenger car in the area.
  - Narcotics Arrest, Division Avenue / Collins Street, vehicle stopped for traffic violation and they threw paraphernalia out of the window while stopping. Suspect arrested for possession of crack cocaine and narcotics paraphernalia.
  - DUI Arrest, 900-Block North U.S. Highway 1, suspect arrested.
- 9/21/2013
  - Stolen Vehicle, 1267 Gallaten Rd, 1998 vehicle stolen by an acquaintance of the vehicle owner.
  - Narcotics Arrest, South Nova Road / Fernery Trail, suspect arrested for possession of cannabis.

- 9/22/2013
  - Shoplifting, 1521 West Granada Boulevard (Wal-Mart), suspect caught stealing clothing.
  - Burglary (Residential), 243 John Anderson Drive, two bicycles taken out of the garage overnight.
- 9/23/2013
  - Burglary (Residential), 481 Harbour Lights Drive. Two suspects were observed by a neighbor drive up to the residence in a black Mercury or Mercedes. One went to the rear of the house. He returned with a bag and drove off south.
  - Shoplifting, 1340 West Granada (Lowe's), Loss Prevention discovered it while checking the tapes. Suspect took two Dewalt power tools that retail for \$299 each.
  - Stolen Vehicle, 1520 West Granada Boulevard (Kangaroo Store). Victim left her vehicle running. She stepped away to speak to her daughter when two suspects got in the vehicle and fled.
  - Warrant Arrest, 728 North Ridgewood Avenue, suspect arrested.
  - Shoplifting, 1521 West Granada Boulevard (Wal-Mart), two suspects arrested for shoplifting.
  - Narcotics Arrest, 81 Live Oak Ave, suspect was arrested for possession of three different types of felony narcotics (pills) after a traffic stop.
- 9/24/2013
  - Stolen Vehicle Recovery, 277 Greenwood Cir. Vehicle was stolen out of Orange County.
  - Carbreak, Leeway Trail and Airport Road, vehicle was parked at the location while the victim dropped a grandchild off at Pathways Elementary. When the victim returned they found their Tablet gone from the seat. Vehicle possibly left unlocked
  - Warrant arrest, 459 Collins Street, suspect arrested.
  - Warrant arrest, 199 Sandcastle Drive, suspect arrested.
  - Battery-Domestic Violence, 908 North U.S.1. Mom hit her 13 year old with a door. Mom was arrested.
  - Stolen Vehicle Recovery – Occupied, Cassen Park, while on extra patrol Ofc. Petkovsek located a stolen car that was occupied by two people, the driver was arrested.

#### Traffic Unit

- 13-09-00432, Crash with Injury, 145 North Yonge Street. Bicyclist traveling in the wrong direction was struck by a vehicle exiting the driveway. Minor injuries.
- Laser and radar speed enforcement conducted by Traffic unit on Granada Bridge, Halifax Drive, and Riverside Drive due to complaints.
- Seat belt initiative for Seabreeze High School motorists in progress.
- Variable message board deployed on John Anderson Drive for construction. Detour enforcement conducted for worker safety.
- Stealth Stat survey complete on North Halifax Drive on the JAD detour route. 5 days / 22,000+ vehicles / Average Speed 33 MPH.
- Traffic Citations 99
- Parking Citations 0
- Crash - No Inj. 15
- Crash - Injury 2
- Crash - Fatal 0
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
  - Self-Initiated Enforcement Locations:
    - Granada Bridge
    - Central Park Corridors
      - Division Avenue
      - Fleming Avenue
      - Hand Avenue Detour
      - Arroyo Parkway

- Enforced Complaints:
  - John Anderson Drive
  - Clyde Morris Blvd.
  - Beach Street
  - Fleming Avenue
  - Riverside Drive

#### Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 15 Cases Initiated
- Zone 2: 5 Cases initiated
- Zone 3: 3 Cases initiated
- Zone 4: 4 Cases initiated
- 9 signs have either been removed or sign cases created.
- 10 tree removal permit requests.

Administrative staff assisted with one (1) walk-in and sixty (60) telephonic inquiries.

#### **Public Works**

- Engineering

- Construction Projects:

- Airport Rd. Forcemain Extension/ Reclaimed Water Main Extension – The contractor has been issued final payment. As this was a unit price contract, meaning the contractor was paid based on what was actually installed in the field, there is usually some fluctuation in the final price versus the awarded contract price. In this case, the contract came in \$108,000 **UNDER** the contract awarded amount.
- Tymber Creek Phase I – County and City staff met with contractor to coordinate remaining watermain shutdowns for utility offsets which are intended to take place over the next three weeks.
- John Anderson Drive – Construction started September 16<sup>th</sup> 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 12<sup>th</sup> 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 14<sup>th</sup>. The contractor and engineer are working out the road crossing details at 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 – Approximately 400 feet of new watermain was installed including new replacement service lines. Restoration continues on Andalusia Ave and Parque Drive. The existing watermain on S. Beach St has been tapped for extension down Plaza Grande.

- 2-Inch Waterline Replacement – North Peninsula - A final walkthrough was performed by the City, the contractor, and the project engineer for the work performed on Essex Drive. A punch list with minor items was provided to the contractor for completion. Clearance was received from Volusia County Public Health for the portion of the project installed on River Drive. The contractor is currently pressure testing, chlorinating, and taking bacteriological samples of the mains installed for the Aqua Vista cul-de-sacs. Work is progressing on River Drive. 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 is working on Riverside Drive, Marvin 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. Connections were being performed this week. 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 is working on the retaining walls and boardwalk across the canal. The canal on the south side of the culvert was reshaped based on staff's initial inspection assessment the canal was not wide enough.
- 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 was scheduled for September 25, 2013. The contractor has completed installation of conduit for FPL and AT&T in Phase 1; layout surveying for Phase 2 is complete, the contractor began work in the Phase 2 area of the project the week of September 16, 2013. FPL has completed their make ready activities; and is completing review of as-builts for the Phase 1 conduit. FPL did a pre-construction walkthrough with their contractor on Tuesday, September 24, 2013; it is anticipated that they will begin their Phase 1 work on Monday, September 30, 2013.
- 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 – The contractor has approximately one week remaining to finish filling and rough grading the site so the irrigation installation can commence.
- 2013 Roadway Resurfacing- The intersection of Hammock Ln and S. Orchard Street is scheduled for resurfacing to smooth out the roadway transition at the intersection due to failing cross gutter which will be removed and reformed with asphalt. Roble Ln, Jeanette Dr and Sandy Oaks Blvd are scheduled to be resurfaced this week.
- Downtown Median Landscaping – The contractor sprayed the existing lawn to aid in the removal. The contractor will begin by removing the existing sod, installing soil to crown the medians, and trench to install the irrigation and electrical system.
- 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 is currently being executed. The final draft of the CEI Contract with PSI has been approved by FDOT; the City Attorney's office is completing their review. FDOT has prepared a LAP Supplemental Agreement (SA) based upon the actual construction bid prices; this SA was approved by the City Commission at their September 17, 2013 meeting

- Ormond Beach Municipal Airport Taxiway Project- Reviewed project As-Builts.

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 met with the skate park designer to discuss design concepts for the expansion. Staff is developing layout concepts for final consideration.
- 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 – Due to concerns over the easement needed at the proposed site, staff is reviewing alternative designs for locating the welcome sign within the FDOT median on SR40.
- Beach Ramp Beautification – The revised plans have been sent to the County for their permit review.
- Riverside Drive Drainage Improvements – A meeting was held with Zev Cohen and Associates where their 30% plans were presented and discussed. Additional information is being gathered by City of Ormond Beach Public Works, and the consultant's surveyor, Sliger and Associates.
- CDBG Oleander Bus Stop – Staff is preparing finalized design plans with FDOT assistance.
- OBSC Roadway Improvements - The 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 about utilization of the District ITS fiber and permitting of the project. Conceptual plans were transmitted to FDOT on September 18, 2013 in request for a meeting
- Corrugated Metal Pipe Rehabilitation- Bidding addendum was issued. Bids will be received September 25<sup>th</sup>.
- Airport Business Park Overhead Utilities Conversion/Hardening - Staff spoke with representatives from FPL regarding the conversion of West Tower Circle, the FPL Engineer/project manager is finalizing the agreement and final invoice for placement on the November 5 City Commission meeting. FPL's lead time of 10 – 12 weeks would put construction in Mid February / Early March.

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).
- Bermuda Estates Drive Sidewalk- Staff is determining the feasibility of installing a sidewalk along Bermuda Estates Drive from Granada Blvd to the driveway entrance of the Bermuda Estates multi-family complex. Cost estimate was prepared and the property management and school board have been contacted and in ongoing discussion about potential changes brought about if the sidewalk is installed.
- Nova Landfill Closure- Staff met with FDEP representative for inspection of the landfill closure area and to observe the recently installed gas monitoring wells
- Created sketch and legal descriptions for Tomoka Oaks Entrance sign median per Legal Dept request.
- Reviewed and created wetland protection permit for 26 River Ridge Trail.

- Completed final updates to the sketch and legal descriptions for 390 Williamson annexations (R/W and lot) and forwarded to Planning Dept per request.
- Created overall city wide composite map of the 2" watermain replacements for priority level 2 per City Engineer request.
- Researched and provided base flood elevation for Boulevard Executive Center per surveyor (Andy Wilbert) request.
- Researched and provided Clyde Morris right of way drawings and information to surveyor (Mike Awad) per request.
- On site meeting at Nova Landfill with FDEP inspector.
- Researched and provided information on the Dormont Dr forcemain connection per Utilities Div request.
- Completed tree locate at 450 John Anderson Dr & 26 Live Oak Lane per NID request.
- Created sketch and took accompanying photos to represent work needed at the Nova Landfill.
- Located and provided copies of the 6P well drawings per Utilities Div request.
- Provided photos of the Downtown Median Improvements and Underground Utilities Projects to show progress.
- Researched and provided asbuilt copies of the 1997 N Peninsula Reuse project to Wastewater Div per request.
- Environment Management
  - Street Maintenance
    - Asphalt / Concrete
      - Conducted inspections of sidewalks in Zone 4
      - Repaired the Right-of-Way with dirt and sod at 412 S. Halifax Dr.
      - Removed forms, backfilled and back dragged lime rock at Jamestown & Peninsula
      - Cleaned basins for Stormwater on beachside, south of SR40
      - Trimmed ROW (Right-of-Way) trees at Riverbeach & Riverside, Rockefeller & Riverside, SR40, west of Moose Lodge and SR40, west to Nova
      - Assisted Stormwater removing basin & spillway at Avenue Bonita
      - Formed a new basin & spillway at Avenue Bonita
  - 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 South Ormond Neighborhood Center, on Hammock Ln., at Vadner Park, and at 562 N. Ridgewood
    - Trimmed trees in the Northbrook Subdivision, on Wilmette between US1 & Lakebridge, and on S. St. Andrews to Rio Pinar
    - Remove trees at 34 W. Granada, and on Main Trail past Nova Recreation
  - 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

- Picked up recycled concrete from Chips on Hull Rd.
- Made repairs to roads at Ames, Melrose, & Sanchez Parks, and at Nova Recreation
- Picked up shell at Arrow Materials in Flagler
- ROW (Right-of-Way) trimming on SR40

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 and put decals on cages for Animal Control
- Sign Shop, entered & printed work orders for daily job assignments and checked out quotes for ordering materials
- Met with James Davis regarding installing (3) signs at Hunter's Ridge
- Various Locations, installed stop & speed limit signs
- Sign Shop, on-going training of new employee

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Oak Forest Dr – picked up sod in Bunnell and then laid it down
- Public Works Yard – cleaned vehicles & unloaded delivery of pipes
- Jamestown – lowered box
- SR40 & N. Nova Rd – inspected various ponds
- Citywide locations – checked basins due to incoming rain
- Santa Ana & Arroyo Parkway and on Fleming Ave – made pipe repairs
- Avenue Bonita – removed concrete around basin
- FDOT (Florida Department of Transportation) ponds – sprayed

Vactor

- Orchard & Tomoka – cleaned basins & line cleaning
- Halifax & Seminole – located manhole
- Fleet – cleaned truck at the wash rack

Mowing

- Reachout Mowing – on N. US1

Street Sweeping/Streetsweeper

- 96.1 miles of road cleaned (This is for 3 days)
- 18.0 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week  
26,035

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

8

Non-Emergency Vehicles and Equipment

16

Road Calls for the week:

2

Quick Fleet Facts:

- Fleet has gallons of 7,924 unleaded and 4,732 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,444 gallons of unleaded and 955 gallons of diesel.
- Fleet completed 48 work orders this week.

• Utilities

- Annual W & WW Chemical Bid & Procurement – Award is scheduled for review at the October 1<sup>st</sup> City Commission meeting. Insurance changes contained with bid submittals by AirGas Specialty Corp. and Airgas Carbonic were reviewed by professional staff and determined to provide reasonable liability assurances.
- Carousel Grit Removal – Quotations were received and a purchase order is being prepared for Lapin Services to perform the tank cleaning in the amount of \$23,820.
- Concentrate Piping Connection to Reuse Storage Tank – A bid number was assigned and a bid date and time established. Plans and specs are prepared for eventual City Commission review.
- Division Avenue Well Field Raw Water Piping – Project is being designed by McKim and Creed. Inquiry received concerning pipe sizes proposed for construction with the Central Park Lakes Interconnect project.
- Cross Connection Control (CCC) Program Management Services - 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 successfully tested the pressure release valve system on the reclaimed water inflow main at the Breakaway Trails tank site.
- Laboratory Testing Services Contract – Revised insurance requirements were requested. Service is scheduled to begin at the beginning of the upcoming fiscal year.
- Mainland, North & South Peninsula 2-inch Water Main Replacement – South Peninsula - Connections are being performed on Cardinal Drive, Jamestown Drive, Stanford Road, and Princeton Avenue. North Peninsula – Work is completed on Essex Drive and a punch list was prepared. Plumber quotations obtained for installation of the service lines from the house to modified meter location (27 residences) to install devices at appropriate point of service locations.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Influent PS Pump #3 start-up activities are delayed until the controller in the VFD can be replaced. Fuses are ordered and the motor for Pump #3 is being checked prior to scheduling start-up. Pump/ VFD #1 is back in service and start-up was successful.
- Ormond Beach Wastewater Treatment Plant Expansion – Quotes were obtained for the clarifier RAS valves replacement, compatible with existing actuators. A purchase order for parts and labor will be prepared.
- John Anderson Drive Project: 16 inch force main installation underway. Reviewed coating options for manhole rehabilitation and provided information to the design engineer for Pump Station 6P.
- Rima Wells Auxiliary Power Generator – Project is under design.
- Root Control Services – Sanitary Sewer Collection System – Root control services project by Municipal Sales, Inc. is complete.
- Saddler's Run Lift Station Rehabilitation – Project under design by QLH.
- Sanitary Sewer Pipeline Repair – Bids received – tabulations prepared.
- 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 – Received contractor response to shop drawing comments for review. Contractor requested receipt of notice to proceed for October 1, 2013.

- Tymber Creek Road Phase 1 Utility Relocation Project – A meeting was held to review main shut down implications. There are three conflict crossings remaining for construction. An additional valve will be installed to minimize impacts of current and future shut downs in the project area.
- Water Storage Tank Cleaning and Inspection – The vendor is preparing a schedule for beginning the cleaning early next year.
- SPRC – River Oaks Subdivision Project: Water permit application issued by Volusia County Health Department. Energizer – Received permit applications for wastewater discharge from their process tanks. Several parameters exceed the City's currently authorized local limits and response to industry submittal is being prepared. Sunoco at 1546 W. Granada – Discussed proposed site plan improvements. Wyndridge – Modification to the proposed site plan may be required to allow fire trucks to turn around on the site. SR Perrott– Reviewed revised plans. 1550 Oceanshore Boulevard – Received revised plans for review. 550 W. Granada Boulevard - Received revised plans for review.
- Water Distribution
  - Exchanged 30 residential/commercial water meters
  - Responded to and/or repaired 4 water service leaks
  - Replaced 4 water services due to aged piping and low pressure
  - Repaired/replaced 33 meter boxes
  - Responded to 3 low water pressure and 4 discolored water complaints
  - Assisted 3 customers with misc. water issues (i.e. stiff valves, leaks in homes, etc.)
  - Performed valve maintenance on 12 valves due to valve maintenance, water main leaks and scheduled shut downs.
  - Performed flushing in Winding Woods and Fiesta Heights subdivisions, and Plaza Dr, Robin Rd, Cardinal Dr, Jamestown Dr, Ivanhoe Dr, Plaza Dr, Rollins Ave, Princeton Ave, Stanford Ave,
  - Performed maintenance on 8 fire hydrants located B5 grid of the water distribution system, straightened a fire hydrant located in the Hull Road Sports Complex
  - Connected 39 new water services on Cardinal Dr, Jamestown Dr, Parque Dr, Rollins, Stanford Ave, Princeton Ave as part of the 2" water main replacement project
  - Performed water main shut downs for connections from new to existing water mains on Cardinal Dr, Robin Rd, Rollins Ave, Princeton Ave, Stanford Ave, Jamestown Dr, Plaza Dr, Parque Dr
  - Restored landscaping on Rivocean Dr, Williamson Blvd, N Beach St
  - Disconnected 2" tap on 6" water main at Jamestown Dr and Peninsula Dr
  - Performed a final inspection at new Sunoco- 460 S. Atlantic Ave
  - Rescinded the boil water for Cardinal Dr/ Cardinal Dr
  - Utility locate service for Water/wastewater/reuse: received notice of 149 regular and 1 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 & 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 35.104 million gallons for the week ending Sept. 22, 2013 (5.015 MGD)
  - Backwashed 11 filters for a total of 456,000 gallons backwash water.
  - Produced and hauled 40.5 wet tons of dewatered sludge.
  - Operated north & south plant generators for routine PM.
  - Sampled, tested and cleared two boiled water notices.

- Wastewater Collection – Reuse
  - Crews responded to one trouble call Breakaway/Hunters Ridge PEP System service area and three in town.
  - Municipal Sales Inc. completed a total of 32,800 linear feet of sewer main root control services on 9/19/13 at various locations throughout the city. 166,000 gallons of reclaimed water was utilized in the process.
  - Televised six, cleaned forty, and root controlled five sewer laterals.
  - Installed clean out at 687 Ocean Shore Blvd.
  - Replaced irrigation box at 14 Black Hickory.
  - Replaced pep tank pump and installed 12" riser at 61 Creek Bluff.
  
- Wastewater Treatment
  - Domestic and Industrial Wastewater flow was 29.92 Million Gallons.
  - Produced 25.58 Million Gallons of Reuse.
  - Produced 4.34 Million Gallons of Surface Water Discharge.
  - Influent flows average for week @ 4.27 MGD, plant designed for 8 MGD.
  - Hauled tons of sludge 103.38 (14%-18% Solids).
  - Submitted Chronic Bioassay Report to FDEP
  
- Utilities Maintenance Division  
Wastewater Plant – Lift Stations
  - R.A.S. Room –broken re-use water pipe – repaired pipe – all ok
  - San Marco lift station – pulled both pumps and deragged impellers – all ok
  - SCADA monitor/ response various lift stations this period: 8M3 no starts #2 – pulled both pumps – deragged #2 – replaced impeller and wear ring #1 –all ok – Bear Creek not updating properly – reset SCADA – all ok
  - Influent Pump Room – deragged Pumps #1 & #2 as per lead operator
  - Carrousel Blower #2 – external fault on VFD – under warranty - monitor
  - Bently Nevada vibration monitor – sent to Radwell International for repair
  - Main MCC – Auto Transfer for generator not working – PLC output card determined bad – under warranty – WARF #32
  - Centrifuge #2 – replaced bad battery in PLC
  - Weekly PM's: Grit Snail; Poly Blends #1, #2; Digester Blowers #1, #2, #3; Clarifiers #1, #2, #3, #4; Bar Screens #1, #2;
  - Monthly PM's: Swing Zone Blowers #1, #2; Poly Blends #1, #2; Screw Pumps #1, #2, #3; Effluent Transfer Pumps #1, #2, #3; Decant Pump;
  - Quarterly PM's: Influent Odor Control Unit; Bar Screens #1, #2;
  - Semiannual PM's; Bar Screens #1, #2; Decant Pump
  - Annual PM's: Fermentation Submersible Mixer #5, #7; Clarifier #1
  - Pathways Elementary School – Lift station provide support to FPL for scheduled power outage
  - Liftstation PM's: 27 monthly and 1 annual performed to include monthly generator checks at 2 stations.
  - Plant wide oil & grease route
  - Shop – repaired 20" gate valve from Influent Bypass system – returned to Collections Division inventory
  - 88 work orders completed and closed for this section for this week
  - 3 unscheduled plant repairs
  - 3 unscheduled lift station repairs

Water Plant - Well Fields - Booster Stations

- Well 7D – motor starter will not reset: replaced with new starter –all ok
- HSP #7 – fault reported – reset fault – monitoring with Plant Operators

- HSP #8 – A/C unit not operating properly – contacted Flair A/C for service
- Well 36R – starter tripped – reset and tested – all ok
- Booster Stations – getting quotes for control panel updates
- Well 18SR – replaced bad wiring from starter to pump motor J-box – high amps noted on “A” phase – will continue to monitor
- Refurbished spare Scrubber motor for future use
- Replaced thickener motor VFD
- Cleaned Lime Slurry injection points on cones
- Generator 383 sent to Fleet maintenance for PM’s
- Monthly PM’s: Well #6, #7, #8, #9, #10D, #11, #12, #15, #16D; Main reuse pumps #1, #2, #3, #4; Breakaway Trails reuse pumps #1, #2, #3, #4; Tomoka State Park, Granada, and Riverview Booster stations; Scrubber Degasifier #1, #2, #3, #4, #5, #6, #7
- 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): The Utility received an Industrial Pretreatment permit application from Energizer. Their facility is requesting to discharge an additional waste stream to the City’s sewer collection system. Utility staff is reviewing the application and drafting a response.
- 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.
  - Hazardous Materials Training: Staff is obtaining training material for the revised OSHA Hazard Communication Standard which is being phased in over the next two years. Once the new materials are received, a training session of the new standards will be scheduled with affected staff.

#### **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 meeting with Assistant City Manager
- 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.