

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: October 11, 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:

- Met with Public Works Operations staff
- Began administering Director evaluations
- One on one meetings with IT Manager and HR Director

Spoke to, attended and/or met with:

- Rotary meetings (golf tournament and general meeting)
- Met with Teresa Rogers, YMCA, regarding the Y's expansion and grant opportunities
- State of the City
- County meeting at The Casements regarding beach issues
- Plaque presentation for Fire Captain Joe King who retired
- Spoke at CFOB meeting, provided update on the City
- LEAPS training on diversity
- As requested, general discussion with Commissioner Kent
- As requested, agenda review with Commissioner Stowers
- General discussion with Wayne Grant, Ormond Observer
- Team Volusia Board of Directors meeting

### **Community Development**

- Planning Services
  - Staff participated in a Webinar presentation on the Biggert-Waters Federal Statute regarding flood insurance reform. It is estimated that the number of properties that will be affected in Ormond Beach by flood insurance reform is 71 with another 23 properties still under review. Those directly affected include 3 single family or condo units that are secondary homes; 9 businesses and 36 single family or condo units that are primary residences. Seven pre-flood insurance rate map and 16 multi-family structures are under review. Not affected are approximately 5,329 properties which have flood insurance. The Association of State Floodplain Managers' maintains a webpage that contains a number of informative documents at <http://floods.org/index.asp?menuID=651#BW-12> Implementation
  - Staff attended a joint meeting between the TPO, and Holly Hill regarding the designation of a bike route related to the East Coast Greenway. FDOT funded a study in May 2001 to assist the City in identifying alternative alignments for a multi-use trail that would be designated as part of the East Coast Greenway Alliance Trail System. The four alternatives identified include:
    - S. Beach Street to Granada Blvd, over the Granada Bridge to SR A1A
    - S Beach Street to Granada Blvd, over the Granada Bridge to John Anderson, Neptune, and SR A1A;

- S. Beach Street to N. Beach Street, to Sanchez Ave and Sanchez Park
- S. Beach Street to Division Ave; Thompson Creek/Wilmette Ave/West St/Putnam Ave/Andrews St, to Sanchez Park.
- Staff attended the “Creating and Maintaining an Inclusive Workplace” training.
- Staff presented to the Planning Board as public hearing items the following:
  - Special Exception for a wall waiver for Halifax Hospice;
  - Land Use Plan amendment for 1298 West Granada Boulevard;
  - Special Exception for a Type B Auto Repair @ 266 N. Yonge Street
  - Land Use Plan amendment and corresponding rezoning amendment for property at 200-208 Booth, 1720 and 1760 West Granada Boulevard;
  - Land Use Plan amendment and corresponding rezoning amendment for property at 1740 West Granada Boulevard;
  - Rezoning amendment for 1951 West Granada Boulevard;
  - Rezoning amendment for 1999 West Granada Boulevard/33 Tymber Creek Road; and
  - LDC amendment regarding definitions on height and lot consolidation.
- The Department has prepared an award entry to FPZA Surfcoast Chapter on the City’s Low Impact Development Ordinance and Manual. The category for submittal will be “Outstanding Sustainability Initiative.”
  
- Building Services
  - 67 permits issued with a valuation of \$924,150.00
  - 246 inspections performed.
  - 11 business tax receipts issued
  
- Development Services  
The following properties are undergoing SPRC review and comment:

Address	Proposal	Status
550 West Granada Boulevard	Mix Use Development 30 residential units; 5,784 sf office; and 1,292 sf retail	Neighborhood Meeting scheduled for 10.11.13
SR Perrott	Warehouse	Final Submittal – Waiting on administrative variance
River Oaks Subdivision	Utility revision, fill storage revision and irrigation reuse	Final review comments due on 10.15.13
Lot 49 Creekside	Easement release	Scheduled for 11.19.13 CC meeting

**Economic Development**

Economic Development

Ormond Crossings

- Staff met to discuss strategies for the construction of infrastructure to the Commerce Park portion of the project and a plan for opening up sites for business development. Discussions with Tomoka Holdings on construction of utilities and roadways into the Commerce Park are forthcoming.

Airport Business Park

- ECN purchased the Reflections Building #1 and is planning a major \$1.25 million renovation to accommodate their 62 existing employees and approximately 30 additional employees over the next 3 years. Staff will be monitoring the renovation and job creation initiatives as part of the growth assistance agreement.

- Staff is working with a local manufacturing company to facilitate the development on the City's vacant property in the Airport Business Park. A conceptual plan is being designed to determine the feasibility of the project.

#### 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 start-up medical manufacturing firm that is touring Florida communities to locate their firm. Additional follow up is expected.
- Staff met with CEO Business Alliance staff to discuss business prospects and economic development programs to assist communities in recruitment strategies.

#### Prospective Business Attraction/Retention/Expansion

- Staff continues to be in contact with the property owners and the real estate broker of the Food Lion, which is located along East Granada Boulevard, to discuss possible users of the property and any assistance the City can provide to attract a replacement grocery store at that location.
- Healthcare Billing Systems and Edge Physicians continue the redevelopment and reuse of the former furniture store next to Kalin Furniture for an office complex. Final completion is expected in late October of 2013. 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 approved and construction is expected to begin next week.
- Staff met to discuss legislative priorities for 2014. The priority list was approved by the Commission on September 17 and the report for the Delegation meeting on October 16 in Deland has been sent to Representative Hukill's office.

#### Airport Operation and Development

- Staff has requested and received a proposal from Austin Outdoor to conduct herbicide application and roll brushing on the runways and taxiways at the airport. Unchecked growth of grasses and weeds threaten the integrity of these operational surfaces. Austin Outdoor has proposed two applications in October and May to be most effective during the growing season. The initial application will be followed by roll brushing to remove dead plant material from the runways and taxiways.
- Staff met with a senior representative from TowerCom, LLC regarding their proposal to lease a portion of airport property for the purpose of erecting a wireless communications tower. TowerCom, LLC has accepted and executed an option and lease agreement for a suitable airport parcel, which will be presented to the City Commission for consideration and approval in November.
- Staff has prepared and submitted an agenda item for the November 5<sup>th</sup> meeting of the City Commission, regarding an application from Aerospace Holdings, LLC for Category 8 FBO status at the airport.
- Staff was invited to attend the Bear Creek Homeowner's Association meeting on Wednesday, October 9<sup>th</sup> at 7:00 p.m. Staff presented an overview of the history and current operations of the airport, and participated in a question and answer session following the presentation.
- Local air traffic control services continue unaffected by the current shutdown of the federal government.
- Staff continues to await 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 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 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 the final budget amendments
- Completed Projects - Weekly
  - Processed 53 Journal Entry Batches (#5351-5379) (4-106).
  - Approved 71 Purchase Requisitions totaling \$1,729,389.76
  - Issued 61 Purchase Orders totaling \$1,383,994.26.
  - RFP 2014-01, Automatic Meter Reading Installation Project, RFP advertised and posted to demandstar on 10/6/2013.
  - Prepared 123 Accounts Payable checks totaling \$221,239.97 and 31 Accounts Payable EFT payments totaling \$411,346.50.
  - Processed 4,801 cash receipts totaling \$554,809.13.
  - Processed 1,059 utility bill payments through ACH totaling \$48,351.81.
  - Processed and issued 4,062 utility bills with billed consumption of water of 28,847.03k.
  - Issued 645 past due notices on utility accounts.
  - Auto-called 45 utility customers regarding receipt of a past due notice.

### **Grants/PIO**

- Public Information
  - Press Releases
    - Girls Youth Basketball Registration (Begins 10/7)
    - Basketball Training League Registration Begins October 7<sup>th</sup>
    - Men's Fall Softball Leagues (Begins 11/4)
    - Casements Centennial Celebration (10/19)
  - Other
    - Citizen Contacts
    - Media Contacts
    - Added to and updated items in News & Announcements and other pages on the City's website.
    - Attended State of the City
    - CodeRED call for water main improvements on the North Peninsula
    - Attended LEAPS Training
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

- Conducted Community Development Block Grant Subrecipient training for organizations receiving CDBG funding from the City's allocation.
- Assisted auditors with grant information.

### **Fire Department**

#### **Weekly Statistics**

- Fires: 2
- Fire Alarms: 4
- Hazardous: 1
- EMS: 78
- Motor Vehicle Accidents: 4
- Public Assists: 41

TOTAL CALLS: 130

- Aid provided to other agencies: 7 calls – Daytona Beach (2), Holly Hill (2), Volusia County (3)
- Total staff hours provided to other agencies: 5
- # of overlapping calls: 23
- # of personnel sent with EVAC to assist with patient care during hospital transport: 1
- Total EMS patients treated: 52

#### **Training Hours**

- NFPA 1001: Firefighting Training 5
- NFPA 1002: Driver/Operator Training 3
- NFPA 1021: Officer Training 4
- NFPA 1500: Safety/Equipment Training 56
- NFPA 1410: Hose Evolutions 27
- NFPA 1620: Pre-Fire Plan Inspections 13
- EMT/Paramedic Training 27
- TOTAL TRAINING HOURS: 135

#### **Station Activities**

- Updated 21 pre-fire plans
- Conducted 4 fire inspections
- Conducted 292 fire hydrant inspections
- Visited 25 pre-school children at Pathways Elementary

#### **Significant Incidents**

- 10/6/13, 10:01 PM: Talaquah Blvd. – Structure Fire – Fire started in trash can at back of house – extended to exterior wall and into soffit area – crews investigated for further extension into attic, none found – crews ventilated smoke filled house – ash tray was emptied into trash can shortly before fire began.

### **Human Resources**

#### **Staffing Update**

- Job Requisitions
  - Leisure Services/PAC – Part time Custodian.
  - Leisure Services/Special Populations – Part time Therapeutic Aide
- Approved/Active Recruitment
  - Public Works/Utilities (Water)/Treatment Plant Opr "C" was advertised 09-22-13 on the City's web site with a closing date of 10-11-13.
  - 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, Daytona State College, Embry Riddle University and Bethune Cookman College student job boards and will remain open until filled.
  - Leisure Services/Gymnastics – Part time Recreation Leader was advertised 09-27-13 on the City’s web site, Daytona State College, Embry Riddle University and Bethune Cookman College student job boards and will remain open until filled.
  - Leisure Services/Gymnastics – Part time Assistant Gymnastics Instructor was advertised 09-27-13 on the City’s web site, Daytona State College, Embry Riddle University and Bethune Cookman College student job boards and will remain open until filled.
  - Leisure Services/P.A.C. – Part time Recreation Leader-Theater Tech was advertised 09-27-13 on the City’s web site, Daytona State College, Embry Riddle University and Bethune Cookman College student job boards and will remain open until filled.
  - Public Works/Utilities Wastewater – Maintenance Worker II was advertised 09-27-13 on the City’s web site with a closing date of 10-11-13.
  - Leisure Services/Athletic Fields Maintenance – Maintenance Worker II position was advertised 10-01-13 on the City’s web site with a closing date of 10-11-13.
- 
- Screening/Interviews Scheduled
    - Leisure Services – Recreation Program Specialist was advertised 08-12-13 and will be recruited through 09-03-13 to coincide with the Florida Parks and Recreation Association (FRPA) conference. Twenty-one (21) applications were entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review. Interviews began on 09-30-13.
- 
- Background/Reference Checks
    - Leisure Services/Nova Gym – A part time Recreation Leader has been selected and will begin pre-employment processing.
- 
- Terminations/Resignations/Retirements
    - FY Attrition – M/E 9-30-13: 5.52% (excluding retirements).
    - Leisure Services/P.A.C. – Part time Custodian effective 10-11-13.
    - 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 is 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
- 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**

- Work on final edit of Safety Manual.
- Continue research about Global Harmonization Schedule for hazardous chemicals in the workplace.
- Begin accepting Registration for Mayor's Health & Fitness Challenge event.
- Attend State Risk Management Conference.
- Coordinate Mayor's Mile.
- Planning for Wellness Day.

**Information Technology (IT)**

• **Information Systems (IS)**

- Work Plan Projects
  - Finance/Community Development – New RFP to be drafted.
- iSeries system (HTE Sungard Naviline) - None
  - Windows Servers: - None.
  - Networking System: - None.
  - Work Orders: - 26 New work - 38 completed - 44 in progress
  - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	49,617	Inbound E-Mails Blocked	36,822
Delivered Inbound E-Mails	12,641	Quarantined Messages	208
Percentage Good Email	25.5%	Virus E-Mails Blocked	145

- Notable Events:
  - None.

• **Geographical Information Systems (GIS)**

- Addressing Additions: 2 Changes: 0 Corrections: 1
- Map/Information Requests: 16
- Information Requests from External Organizations: 1
- CIP Related Projects (pavement management, project tracking map): 0
- Meter GPS locate and ID: 22,502 total, completed 16,425 (73.0%) potable 15,930, Irrigation 494, Effluent 1
- Notable Events:
  - Unable to do post processing of the GPS water meter locations collected this week due to the Federal Government shutdown including the National Geodetic survey website which fine-tunes the positional accuracy of the data collected.

**Leisure Services**

• **Administration**

- NRPA Conference
- Park visits
- Public Works meeting
- Met with landscape contractors for weekly updates

• **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 continued their Saturday morning games.
- The Pop Warner Football Program had their homecoming this Wednesday night at 6pm. They play at the Sports Complex Championship Field #7 on Saturday at 9am and play different age divisions throughout the day.
- The City's Youth Flag Football Program continued games this week; nightly at 5:45 and 6:45 at the Sports Complex on Quad #3 and the Kiwanis Baseball Field.
- The OBYBSA Tee Ball Program continued its first ever fall season with games on Thursday night at the Sports Complex.
- The City's Youth Volleyball Program is in week #5 at the Nova Community Park Gym. Days this week are Monday and Tuesday at 5:30 for the novice group and 7pm for the experienced group. Currently 54 participants are signed up. This is a high for the fall season.
- Upcoming Programs: Men's Winter Softball League, Girl's Basketball League, Basketball Training League (5-7), Adult Kickball League.
- Athletic Field Maintenance
  - Mowed South Ormond softball outfield
  - Cleaned clean tennis and basketball courts at South Ormond
  - Tended to the infields, tennis and handball courts at Osceola Elementary School
  - Nova Park - mowed infields and outfields
  - Cleaned Skateboard Park
  - Cleaned new handball and basketball courts at Nova
  - Cleaned tennis courts at Nova Park
  - Picked-up and dropped off equipment to Fleet on daily basis
  - Made fuel runs for equipment
  - Cleaned restroom, offices and lunch area of Maintenance Building
  - Continued mowing of baseball fields, three times a week
  - Continued mowing of the soccer fields, two times a week
  - Continued mowing of the softball fields, two times a week
  - Continued mowing, edging and trimming the T-Ball fields
  - Replacing sprinklers as necessary
  - Daily clean up of Limitless Playground by the softball Quad
  - Mowed football fields at Ormond Beach Middle School
  - Cleaned all sports parks of debris/trash from the events over the weekend
  - Have competitive soccer leagues practicing Monday-Friday on fields 1-4, 9 and 10.
  - Prepping for the coed league games. They play Monday-Wednesday.
  - Getting Nova and Airport Complex fields ready for OB Golden Spikes and rec league practices and games.
  - Painted and prepped the football field for Seabreeze JV, CCA varsity and Pop Warner's games, Thursday-Saturday.
  - Prepping softball, baseball, soccer and T-ball for fall season and/or tournaments.
  - High school fall baseball league has started using fields 1-3. Trying to keep field #1 as a game field only.
  - T-ball has begun practicing and playing on Thursday nights on all 4 fields.
  - Boys and girls rec leagues are practicing and playing games on the Quads.
  - Flag football games have started using Quad #3 and baseball #4 outfields.
  - Prepared fields for rec soccer on Saturday.
  - The fields were used Saturday and Sunday for competitive soccer.
  - Painted three soccer fields at SONC for a Saturday league.
  - Soccer field #1 being used for adult league on Sunday.

- Prepared fields at Osceola Elementary Friday for a YMCA T-ball league on Saturday.
- Finished spraying the Airport complex with pesticide and insecticide.
- Hosted a Lady Renegades softball tournament at Nova and the Airport locations over the weekend.
- The Nova crew moved tables and chairs from Nova gym to SONC and back during the week.
  
- Senior Center
  - Granada Squares Dancers met on Tuesday 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 and CMT held regular classes. Kopy Kats held on stage rehearsal.
    - Friday: Kopy Kats and CMT held regular classes.
  - The Performing Arts Center hosted the following events:
    - CFOB Dinner, Thursday, 6p.m.
  - The Performing Arts Center is preparing to host the following events:
    - Daytona Beach Concert Band, Sunday, October 12<sup>th</sup> 2:00pm to 4:00pm
  
- South Ormond Neighborhood Center
  - Splash Pad open daily at 10am
  - Pride football Wednesday 6:00-8:00pm
  - Fitness room open center hours
  - Open gym center hours
  - Jazzercise Monday and Wednesday 5:45-7:00pm
  - YMCA Soccer Monday/Friday 5:30-7:00pm
  - MLK Prayer Breakfast Planning Meeting Tuesday 6:00pm
  
- Community Events
  - Weekly administrative tasks, office work, meetings and activities
  - Preparing for Senior Games Event week, including the Kickoff Celebration
  - Set up, staffed and clean up for the "State of the City " Luncheon
  - Assisting with the planning for the Employee Appreciation Day Luncheon, food and infrastructure quotes gathered, shopping for give a way prizes
  - 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
  - The October/November session in progress.
  - Students are working hard on their routines.
  - Attend weekly meetings to discuss Gymnastics Center Program improvements.
  - Registration is now open for the October/November session.

- Coordinator is working on building partnerships to build program offerings
- Nova Community Center and Special Populations
  - FitGyms conducted their personal training and tennis lessons.
  - Adult Jazzercise 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 at various times during the week for those who participated in basketball, pickleball, ping pong, the game room and the exercise room.
  - Play Unplugged is 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 22. This week's practice was cancelled due to rain.
  - Coed Youth Volleyball League will meet at various times throughout the week until November.
  - Riverbend Volleyball will host a home game in the Nova Community Center on Friday from 5:30-7:30pm.
- The Casements
  - Yoga classes were held Tuesday in the Dance Room.
  - Pilates was held in the Dance Room on Monday, Tuesday, Wednesday, Thursday and Friday
  - Tours continued Monday - Friday from 10am to 3:30pm and Saturday 10-11:30am.
  - A Cub Scout tour was held at The Casements on Saturday morning.
  - The Avanti Club tour was held at The Casements on Saturday morning.
  - A wedding ceremony and reception was held in Rockefeller Gardens and The Casements on Saturday afternoon.
  - A wedding ceremony was held at Ormond Memorial Gardens on Saturday afternoon.
  - The Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.
  - A Centennial Committee meeting was held in Room 203 on Monday morning.
  - A Girl Scout pinning ceremony was held in Bailey Riverbridge on Monday afternoon.
  - The Volusia County Beach Presentation public meeting was held in The Gallery on Tuesday evening.
  - The Casements Coordinator assisted with the CFOB meeting on Wednesday afternoon
  - The Casements Coordinator attended LEAPS training on Thursday morning.
  - A wedding was set up in Bailey Riverbridge on Thursday afternoon.
  - The Guild crafters met in Room 203 Thursday afternoon.
  - A wedding reception was set up on The Casements first floor on Friday morning.
  - A wedding rehearsal was held in Ormond Memorial Gardens on Friday afternoon.
- Parks Maintenance
  - Painted picnic tables at Waldo O. Berry Park
  - Trimmed around health trail signs at Central Park II
  - Replaced broken mister in men's room at Fortunato Park
  - Replaced damaged bollard on walking path from Division to Hand Avenue
  - Installed City logo seals on the coquina towers on Sanchez Avenue
  - Repaired damaged bike rack at SONC
  - Replaced missing rope from overlook at Central Park III
  - Delivered surplus picnic table to waste water treatment plant

- Trimmed around workout station at Central Park III
- Removed graffiti from picnic tables at Waldo O. Berry Park
- Citywide safety inspections of parks and equipment
- Weekly inspections of park facilities for reservations
- Call Out = Irrigation running on Granada Boulevard
  
- Building Maintenance
  - Weekly inspection of Airfield runway, taxiway lighting and directional signage
  - Daily routine maintenance of City vehicles and equipment as necessary
  - Weekly inspection of the water wheel and sump pumps at The Casements
  - Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato Park, and City Hall
  - Weekly inspection of Andy Romano and SONC splash pads
  - Prepared maintenance invoices and receipts for City facilities
  - Repaired Portal #10 keypad at the Airport
  - Replaced leaking soap dispenser in the men's locker room at Public Works
  - Met contractor about R & R project at City Hall
  - Installed replacement-deodorizing mister in men's room outside at SONC
  - Destroyed wasp nest operations near building at Water Plant
  - Repaired condensate line at Old Operations Building
  - Safety inspection on all 14 electronic gates Citywide
  - Escorted Risk Manager through MacDonald House for mold inspection
  - Met welder at WWTP influent pump building
  - Performed safety inspection of Commission Chambers at City Hall
  - Check A/C in Public Works Administration - Freon leaking from CU
  - Called fencing contractor for fence repair at WTP
  - Tightened nuts and bolts to seatbacks at Commission Chambers Auditorium
  - Removed casing around portico receptacle at The Casements
  - Replaced street light bulbs on Nova Road
  - Removed bathroom partitions for new wall tile
  - Removed t1-11 and plywood for new garage door at Airport Sports baseball
  - Relocated outside light west side of the building at Airport Sports baseball
  - Installed keyboard tray in Registration Office
  - Replaced ceiling fan in the City Manager's office
  - Completed lighting project for Airport ramp area
  - Repaired flag lights for Fire Station 91
  - Repaired lights at the Police Department
  - Repaired parking lot lights at City Hall
  - Replaced two ballast for parking lot lights at City Hall
  - Repaired taxiway and runway lights at Airport
  - Repaired REIL lights on Runway 17
  - Repair Sloan valve men's room at Police Department
  - Check elevator doors at City Hall

### **Police Department**

#### **Administrative Services**

- Attended the State of The City presentation.
- Participated in the Department's fitness testing program.
- Met with Fleet Management reference replacement Crime Scene vehicle.
- Quarterly meeting with Assistant State Attorney to discuss legal issues with members of Department.
- Held weekly Citizen Police Academy class.
- Staff members attended LEAPS diversity training.
- Conducted firearms training at Sheriff's Office training center.

#### Community Outreach

- Three members of the Youth Director Council with the YDC Coordinator attended a presentation with inspirational speaker and former WCW and WWE Wrestling Champion, Marc Mero at the Performing Arts Center on Thursday, October 3, 2013.
- YDC youths held a meeting on Wednesday, October 9<sup>nd</sup> to review upcoming community services projects.
- The Tutors R Us program began October 7 at the South Ormond Neighborhood Center. Currently there are 15 youths registered for the tutoring program which will run for six weeks.
- Curriculum updates were completed for Science on Patrol at Ormond Beach Elementary School. The six week program begins Thursday, October 17<sup>th</sup>.
- 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. The tournament will be held on Saturday, October 19, 2013.

#### Community Services & Animal Control

- Animal Calls: 38
- Animal Reports: 7
- Animal Bites: 1
- Animal Licenses: 6
- Injured Wildlife: 2
- Notice of Violations: 2
- Animal Citations: 1
- Low Cost Shot Clinic scheduled for tomorrow, October 12<sup>th</sup>, 2:00-4:30 pm, at the Police Department.

#### Criminal Investigations

- Cases Assigned: 20
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 12
- Inactive: 10
- Fraud: 5
- Burglary Business: 0
- Burglary Residential: 1
- Larceny Car break: 2
- Grand Theft: 5
- Auto Theft: 2
- Offense Against Family/DCF Reports: 0
- Missing Persons: 1
- Recovered Missing Persons: 2
- Sex Offense/Rape: 0
- Robbery: 1
- Assaults: 1

#### Narcotics

- Two Search Warrant
- Three Buy Walks

#### Comments:

- Fraud: Investigators have identified a female caregiver who used an elderly female's credit card to buy personal items for her.

- Missing Juvenile: A missing juvenile that ran away back in June from the Calvary church has been located and returned to his foster care home. Three juveniles fled from the church while attending a church function. All three juveniles are in foster care and frequently run away. All three have now been located.

#### Records

- Walk - Ins / Window 98
- Phone Calls 102
- Arrest / NTA'S 24
- Citations Issued 122
- Citations Entered 129
- Reports Generated 106
- Reports Entered 105
- Mail / Faxes / Request 30

#### Patrol

- Total Calls 1,564
- Total Traffic Stops 212

#### Operations

##### Crime Opportunity Report Forms: 139

- 10/02/2013
  - Battery-Domestic Violence, 43 Brookwood Drive, between adult brothers.
  - Grand Theft, 298 South Yonge Street, generator parts were taken and possibly scrapped.
  - Battery-Domestic Violence, 701 Cordova Avenue, suspect arrested for assault and violation of probation.
- 10/03/2013
  - Grand Theft, 374 West Granada Boulevard, iPhone 5 valued at \$700 was taken.
  - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart), suspect arrested.
  - Shoplifting, 220 North Nova Road, suspect arrested.
  - Warrant Arrest, 260 Palm Place, suspect arrested.
  - Warrant Arrest, 801 South Nova Road, suspect arrested.
  - Carbreak, 170 N Old Kings Rd. (Avante), smashed window and purse taken.
- 10/04/2013
  - Battery-Domestic Violence, 190 Live Oak Ave, suspect arrested.
  - Child Abuse Arrest, 908 North U.S.1, mother was arrested for child abuse and 6 children taken out of home and placed in protective custody.
  - Carbreak, 1060 West Granada Boulevard (Grace Academy), vehicle burglarized.
  - Battery-Domestic Violence, 3 Lionshead Drive, adult son and father involved in a domestic disturbance.
  - Narcotics Arrest, 100 block South Halifax Drive, started as a traffic stop, consent to search obtained and a minimal amount of marijuana was located, suspect arrested.
- 10/05/2013
  - Battery-Domestic Violence, 1 Thomas Street, aunt and niece both arrested.
  - Battery-Domestic Violence, 3 Byron Ellinor Drive, suspect arrested.
  - Burglary (Residential) 156 Northshore Drive, suspect entered the residence and stole victim's Hydrocodone.
  - Armed Robbery, 99 Central Avenue, victim claims two males knocked on his door. Once inside one of the suspects brandished a shotgun and ordered money from victim. Suspects fled on foot northbound on South Ridgewood Avenue. Air One and V.C.S.O. K-9 were contacted and assisted. K-9 tracked to Live Oak and South Ridgewood where it appears the suspects may have gotten into a vehicle.
- 10/06/2013

- Battery-Domestic Violence, 26 Charleston Square, suspect arrested.
- Shoplifting Arrest, 530 South A.1.A. (Circle K), juvenile arrested for stealing cigarettes. He fled and jumped into the ocean and came out a short time later.
- Battery-Domestic Violence, 125 South Orchard Street #212 (Orchard Grove Apartments) suspect arrested.
- Narcotics Arrest, 471 Harbour Lights Drive, suspect arrested.
- 10/07/2013
  - Grand Theft, 570 Memorial Circle. iPad stolen from the business.
  - Battery-Domestic Violence, 81 Division Avenue, suspect arrested.
  - Battery-Domestic Violence, 152 Shadow Lakes Boulevard #152, suspect arrested.
- 10/08/2013
  - Battery-Domestic Violence, 329 Sanchez Avenue, suspect arrested.
  - Narcotics Arrest, 901 South Beach Street (Riviera Park), suspect arrested for possession of 13 grams of Marijuana.

#### Traffic Unit

- Hit and Run Crash / City Property Damage, South Ridgewood Avenue and Fairview Avenue. Motorist backed into a decorative street lamp and left the area. A witness flagged down an officer, who located the vehicle and conducted a traffic stop. Driver was found at fault and issued a citation.
- Seat belt initiative for Seabreeze High School motorists in progress. 14 citations issued in the area, 8 for seat belts. Students and other motorists were cited.
- Working with Streets Division for new sign installation on Hand Avenue.
- Traffic Citations 87
- Parking Citations 1
- Crash - No Inj. 5
- Crash - Injury 3
- 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
      - John Anderson Drive Detour
      - Arroyo Parkway
      - South Kings Road
  - Enforced Complaints:
    - John Anderson Drive
    - Clyde Morris Blvd.
    - Beach Street
    - Fleming Avenue
    - Riverside Drive

#### Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 6 Cases Initiated
- Zone 2: 13 Cases initiated
- Zone 3: 3 Cases initiated
- Zone 4: 8 Cases initiated
- 32 signs have either been removed or sign cases created.
- 11 tree removal permit requests.
- Administrative staff assisted with two walk-ins and forty-nine (49) telephonic inquiries.

## **Public Works**

- **Engineering**

- **Construction Projects:**

- **Airport Rd. Forcemain Extension/ Reclaimed Water Main Extension** – Final calibration and testing of the reclaimed water system controls is underway, now that the pressure relief valve has been installed.
- **Tymber Creek Phase I** – A valve was installed on the watermain, north of Peruvian Lane, to reduce the number of watermain shutdowns that will be needed to offset the main for conflicts with the new road widening stormdrain system. Fire hydrants are being relocated along Tymber Creek to accommodate the widening.
- **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** – The new watermain on Oleander was pressure tested and BACTs have been taken for clearance. Work continues on installing new watermain west of S. Beach Street along Plaza Grande.
- **2-Inch Waterline Replacement – North Peninsula** - 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 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 that the canal was not wide enough.
- **Cassen Fishing Pier and Guardrails Under Bridge** – Engineered structural drawings have been completed for the guardrail foundations. The contractor is preparing the Building permit application for submittal.
- **Wilmette Avenue Bypass Pump Station** - Zev Cohen and Associates is completing shop drawing review; JD Weber is working with the suppliers to deliver the necessary elements; it is anticipated that delivery will occur in 10 – 12 weeks.

- South Ormond Neighborhood Center- Staff is researching cost to replace the fold out bleachers inside the main gymnasium.
- Downtown Underground Utilities Conversion - The next bi-weekly progress meeting is scheduled for 10/9/2013. The contractor is continuing work with the installation of conduit in Phase 2; as-builts have been submitted for the conduit in Phase 1. FPL conducted a pre-construction walkthrough with their contractor on Tuesday, October 1, 2013; installation of primary transmission wires in installed conduit (Phase 1) began October 7, 2013. Bighthouse and Level (3) have begun work; it is anticipated that the contractor for Sunesys will begin work the week of October 7, 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 is installing the irrigation system, final laser grading and preparing for Bermuda sod installation.
- 2013 Roadway Resurfacing- Completion of the Hammock Ln and S. Orchard St intersection, along with Jeanette Dr, Sandy Oaks Blvd and Oleander PI is scheduled for the week of Oct 7.
- Downtown Median Landscaping – The irrigation system is complete. The electrical infrastructure is 80% complete. The palms are scheduled for installation on October 13, 14 and 15.
- Franchise Utilities - FPL work for installation of a 6 inch underground line along Overbrook Drive and Northbrook Drive is complete. Installation of two power poles on the north side of Hand Ave and underground of 6 inch line to serve the newly constructed church has been completed.
- Audible Pedestrian Signals – The construction contracts are currently in the signature process. The final draft of the CEI Contract with PSI has been submitted to the consultant (PSI) for execution.
- Ormond Beach Municipal Airport Taxiway Project- Final As-Builts were prepared.

#### 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 skatepark 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 has issued a Purchase Order to purchase the decorative poles. Staff is soliciting three written quotations to install the banner poles and associated equipment.
- City Welcome Sign – Due to concerns over the easement needed at the proposed site, staff is reviewing alternative designs for locating the welcome sign within the FDOT median on SR40.
- Beach Ramp Beautification – The revised plans have been sent to the County for their permit review.
- Riverside Drive Drainage Improvements – 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 recently completed topographic survey which was needed along the proposed path of the proposed perimeter road has been incorporated into the design, which is being modified based on the new data. The FAA is reviewing the proposed perimeter road.

- 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- Bidder's qualifications are being reviewed.
- Airport Business Park Overhead Utilities Conversion/Hardening - Staff has directed FPL that the City wishes to proceed with the hardening project for the conversion of West Tower Circle, the FPL Engineer/project manager is finalizing the agreement and final invoice for placement on the November 5 City Commission meeting. FPL's lead time of 10 – 12 weeks would put construction in Mid February / Early March.
- Granada Medians (West of I-95) – Staff met with the FDOT to discuss the proposed project and review a proposed conceptual landscape plan. Staff is reviewing and modifying the plan based on the meeting comments.

#### 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).
  - Created work in the right of way permit at 1400 Oak Forest Dr per FPL request.
  - Continued creating construction plan set for the West Granada Median Landscaping project also researched design speed and FDOT details for same.
  - Created topographic site plan of the Sports Complex in the area of the proposed Field House location.
  - On site meeting with Streets Div at South Forty Trail to determine right of way location for maintenance purposes.
  - Tree locate at Tomoka Oaks / N St Andrews Intersection per NID request.
  - Researched and staked out property line locations @ 342 Military Trl per NID request.
  - Tree Locate at 768 John Anderson per Streets Div request.
  - Onsite visit to 15 Windward Cir to determine SWMP options.
  - Researched the location of the bore logs for the 2007 N Peninsula Forcemain Imps per Wastewater Div request.
  - Researched and provided copies to Wastewater Div for the valve locations on the forcemain river crossing at Melrose Ave.
  - Updated the Roof Height exhibit drawing to reflect comments per Planning Dept request.
- Environment Management
    - Street Maintenance
      - Asphalt / Concrete
        - Poured concrete sidewalk on SR40, west of I-95
        - Asphalt patch for Stormwater (8 tons) at Jamestown & Peninsula
        - Met with employee at the Wastewater Treatment Plant about pouring a concrete slab
        - Assisted the Sign Shop with installing a decorative sign on S. Beach St.
        - Removed a concrete sidewalk at 218 & 220 Deer Lake Cir. in the North Forty
        - Dug out and formed for a concrete pour at the entrance to Fleet

#### 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
- Cleaned up dead wood at Nova Recreation Complex
- Trimmed trees on Sterthaus Dr.
- Removed an oak tree at 220 Deer Lake Cir.
- Put up fencing at Prince of Peace Church
- Removed trees at Tomoka & N. St. Andrews Dr., and at 124 S. Beach St.

#### Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Daily maintenance of various vehicles in Public Works Yard
- Printed daily work orders and distributed for job assignments
- Trimmed at various ROW (Right-of-Way) citywide locations
- Assisted the concrete crew on SR40
- Assisted the asphalt crew on Jamestown Dr.
- Demoed a wall for Soccer at Airport Sports
- Assisted an employee with his CDL (Commercial Drivers License) test in Flagler Co.

#### 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 emergency park signs
- Sign Shop, entered & printed work orders for daily job assignments and met with Stellar Pavement on upcoming job
- Citywide Locations, installed stop & speed limit signs, where needed and checked for signs that might need attention
- S. Beach St. & Tomoka Ave., installed aluminum Library parking sign
- Sign Shop, on-going training of new employee

#### Stormwater Maintenance

##### Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Ditch Maintenance – Off Division Ave., on Thompson Creek Rd., and at 3 Whispering Pines
- Gradall – removed sign at Tomoka & Beach St. and replaced with new one
- Various Locations – sprayed ponds & cleaned basins
- System Inspections – Hand Ave.
- Outside City Limits – assisted with CDL testing
- ATC Center – employee attended LEAPS class

#### Vactor

- Sidewalk Cleaning – 915 to 929 Northbrook Dr.

#### Mowing

- Bush Hog Mowing – on SR40, west
- Reachout Mowing – off Division Ave., at ditch by the school on Airport Rd., on Pine Trl., and on SR40, north
- Weed eating – on Thompson Creek Rd.

Street Sweeping/Streetsweeper

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

• Fleet

Mileage Traveled by all City Departments for the week

24,476

PM Services completed for the week:

Emergency—Vehicles and Equipment

10

Non-Emergency Vehicles and Equipment

18

Road Calls for the week:

1

Quick Fleet Facts:

- Fleet has gallons of 11,299 unleaded and 9,752 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,415 gallons of unleaded and 959 gallons of diesel.
- Fleet completed 53 work orders this week.

• Utilities

- Annual W & WW Chemical Bid & Procurement – Purchase orders to awarded vendors prepared and distributed.
- Carousel Grit Removal – Quotations were received and a purchase order was prepared for Lapin Services to perform tank cleaning in the amount of \$23,820. Workers' Compensation insurance meeting City standards remains as a procurement consideration.
- 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 issued final payment. Final invoice and quarterly report to SJRWMD being prepared for request for final reimbursement and closeout.
- Mainland, North & South Peninsula 2-inch Water Main Replacement – North Peninsula: Water Distribution staff continuing support for new meter installation along with coordination and scheduling of necessary outages.
- 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 by motor shop prior to scheduling start-up.
- 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 – Contractor is continuing with construction of the force main in the Dormont area.
- Rima Wells Auxiliary Power Generator – Project is under design.

- Saddler's Run Lift Station Rehabilitation – Project under design by QLH.
- Sanitary Sewer Pipeline Repair – Bids received – tabulations prepared and bidders are being evaluated.
- 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 – Reviewed revised shop drawings and sent comments to contractor. Contractor and staff negotiating appropriate notice to proceed date.
- Tymber Creek Road Phase 1 Utility Relocation Project – Water Distribution crews assisted shut down for necessary deflections of water main to support new roadway drainage system installation.
- Water Storage Tank Cleaning and Inspection – The vendor is preparing a schedule for beginning the cleaning early next year.
- SPRC - SR Perrott– Prepared and forwarded draft easement and legal description to adjacent property to support sanitary sewer installation – preconstruction meeting held this week. Sunrise Cove – Received revised plans for force main tie in – found acceptable – notified design engineer.
- Water Distribution
  - Replaced 5 water services due to aged piping and low pressure
  - Repaired/replaced 7 meter boxes
  - Replaced 8 broken/unreadable water meters
  - Installed 3 new water service connections
  - Responded to or repaired 5 water service leaks
  - Disconnected 1 water service due to demolition
  - Repaired a 2" water main leak at the Nova Rd Recreation Center
  - Responded to 5 low water pressure and 4 discolored water complaints
  - Performed maintenance on City owned backflow preventers: tested 11, repaired 1, initiated installation of backflow freeze covers
  - Assisted 3 customers with misc. water issues (i.e. stiff valves, leaks in homes, etc.)
  - Execute accuracy testing on the 8" meter serving Tymber Creek subdivision, scheduled 3 commercial water meters for testing
  - Performed valve maintenance on 38 valves due to valve maintenance, water main leaks and scheduled shut downs.
  - Performed flushing in Sanchez Ave, S. Beach St, SR40 & Hunters Ridge & Williamson Blvds., Brookwood, Sawtooth and Misners Trail subdivisions.
  - Repaired permanent flushing devices - Bonnie View Dr in Ormond-by-the-Sea
  - Performed maintenance on 7 fire hydrants located in B5 grid of the water distribution system
  - Performed shut down of water main to assist contractor on Tymber Creek Rd installation of water main deflections for future storm drain installation.
  - Replaced the 1½" water meter at 460 S Atlantic Ave (Sunoco) due to construction debris damaging water meter
  - Rescinded the boil water for Tymber Crossings subdivision
  - Utility locate service for Water/wastewater/reuse: received notice of 168 regular and 4 emergency utility locates for the previous week. Continued ongoing locating for Tymber Creek Rd., John Anderson Dr. and 2" water main replacement projects located in the North & South Peninsula, and mainland areas.
  - Continued locate assistance with the burying of overhead utilities on Granada Blvd and adjacent areas.
- Water Treatment
  - Delivered to the City 34.973 million gallons for the week ending Oct. 6, 2013 (4.996 MGD)

- Backwashed 8 filters for a total of 289,000 gallons backwash water.
  - Produced and hauled 54 wet tons of dewatered sludge.
  - Operated north & south plant generators for routine PM.
  - Sampled, tested and cleared one boiled water notice.
  - Completed 3<sup>rd</sup> Quarter THM/ HAA report to FDOH & FDEP – all compliant
- Wastewater Collection – Reuse
    - Crews responded to nine trouble calls Breakaway/Hunters Ridge PEP System service area and two in town.
    - Televised five, cleaned three, and root controlled six sewer laterals.
    - Located clean out at 141 Lucky Dr. and 587 N. Beach St.
    - Installed quiet ring on storm manhole at Amsden Rd. & N. Halifax Dr.
    - Repaired sewer lateral at 142 Pinion Circle.
    - Checked manholes trouble spots mainland and beachside (19) locations.
    - Disassembled and stored emergency by-pass pump and piping system at wastewater plant.
    - Located reuse service at 803 John Anderson Dr.
    - Repaired 2" low pressure sewer line at 92 Westland Run, 24 Shadow Creek Way and 29 Foxfords Chase.
    - Replaced pep tank lids at 145 Grey Dapple Way and 36 Black Pine Way.
    - Installed new pep tanks at 81 & 86 Westland Run.
    - Checked pep tank for customer at 5 Curved Creek. Tank OK.
  - Wastewater Treatment
    - Domestic and Industrial Wastewater flow was 30.46 Million Gallons.
    - Produced 19.27 Million Gallons of Reuse.
    - Produced 11.19 Million Gallons of Surface Water Discharge.
    - Influent flows average for week @ 4.35 MGD, plant designed for 8 MGD.
    - Hauled tons of sludge 161.88 (14%-18% Solids).
  - Utilities Maintenance Division  
Wastewater Plant – Lift Stations
    - R.A.S. room and Recycle pump room – service sump pump – cleaned floors.
    - Influent room – serviced sump pump – cleaned floors and pumps.
    - Fleet – picked up Thompson dewatering pump #236 – returned to plant
    - Airport road booster pump – assisted W.T.P. Chief Operator with adjustments - checked flow meter at B.A.T. reuse pumping station.
    - Carrousel #2 HACH meter – no power – found tripped breaker and reset.
    - SCADA monitor/ response various lift stations this period: 8M3 - pump #1 stuck on – adjusted and cleaned floats – all ok; 8P – no starts pump #1 – pulled pump cleared blockage at volute – replaced impeller and wear ring – all ok. 4M1 – no starts pump #2 – pulled pump #2 cleared blockage at volute – replaced impeller and wear ring – all ok; 7M1 – high level alarm – found and replaced bad float- alarm on pump controller acting erratic rebooted will continue to monitor; 2M – no starts pump #2 – reversed motor to clear blockage- monitored next day – all ok; B.A.T – no starts pump #1 – reset soft starter - tested all ok; San Marco – no starts pump #2 – found and cleaned dirty probe – all ok;
    - Shadow Crossing Reuse pumping station – high pressure on SCADA – pumps #1 and #2 tripped on low voltage – fire pump running and causing high pressure condition –reset and adjusted VFD's to compensate for power glitches- pursuing quotes for repair and certification of fire pump and control cabinet;
    - Influent Pump Room – deragged Pumps #1 & #2 as per lead operator
    - Weekly PM's: Grit Snail; Poly Blends #1, #2; Digester Blowers #1, #2, #3; Clarifiers #1, #2, #3, #4; Bar Screens #1, #2;

- Monthly PM's: Screw pumps #1, #2, #3; Grit snail; Digester Blowers #1, #2, #3; Influent odor control unit; Swing Zone blowers #1, #2.
- Liftstation PM's: 17 monthly and 2 annual performed to include monthly generator checks at 3 stations.
- Plant wide oil & grease route
- 66 work orders completed and closed for this section for this week
- 4 unscheduled plant repairs/ 7 unscheduled lift station repairs

#### Water Plant - Well Fields - Booster Stations

- Well 18SR – installed sample tap
  - Daytona- Ormond interconnect – removed 1 water meter and shipped out for calibration.
  - Cleaned aerator room, high service pump building and LPRO building.
  - Chlorine pump #4 – repair bypass valve – all ok
  - South Pit – replaced bad sump pump.
  - Met with fence contractor to review needed fence repairs at Plant.
  - Weekly PM's – Lime Slurry pumps
- Wastewater Collection/ Treatment/ Disposal Regulatory Activities
    - Pretreatment Effluent Pumping System (PEP) Brochures: Staff revising current PEP System brochure to reflect current policies and procedures.
    - Industrial Pretreatment Program (IPP): 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 prepared draft response to application and analysis.
    - Attended Industrial Pretreatment certification training seminar.
  - Water Supply/ Treatment and Distribution System Regulatory Activities
    - Cross Connection Control Program (CCC): Staff is updating scope of work and specifications for the City's future CCC program needs. The scope of work modified significantly from the previous service contract. The scope will be focused on optimizing overall program compliance in accordance with FDOH requested improvements of City program.
    - Hazardous Materials Training: Staff 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, assisting staff with and maintaining the agenda automation system, records management, document imaging, proclamations, assisting citizens and directing calls at City Hall, handling phone requests/repairs, providing research projects for citizens and staff; the following projects are underway or have been completed:

- City Clerk attended FACC Conference
- Staff attended and recorded "How the County Operates the Beach" Presentation at the Casements
- Agenda preparation and creation for the October 15, 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.