

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: November 8, 2013

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

City Manager

Reviewed and prepared with staff as follows:

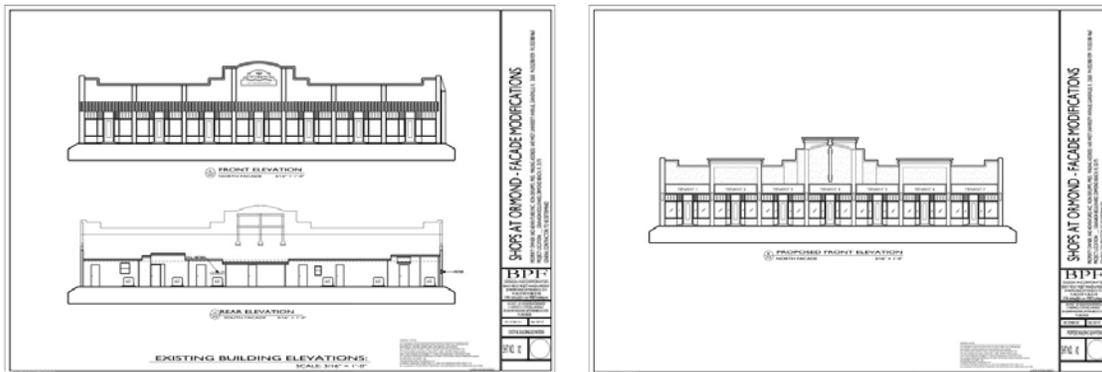
- One on one meetings with Planning Director, Economic Development Director and HR Director
- Staff meeting with directors
- North peninsula sewer services meeting with Assistant City Manager, Deputy City Attorney, Planning Director, Utilities Manager and Accounting Manager

Spoke to, attended and/or met with:

- Rotary meeting
- As requested, agenda review meetings with Commissioner Boehm and Commissioner Stowers
- One on one meetings with city managers throughout the county regarding this year's United Way campaign
- City staff and FPL representative Larry Volenec on FPL's Riverside Drive tree trimming project
- Speaking engagement for Daytona Beach Area Association of Realtors
- As chair of an ICMA Task Force, held first conference call to revise their job hunting handbook

Community Development

- Planning Services
 - The Department was notified by FEMA that the new maps which take effect in February 2014 have been posted to assist in the completion of Elevation Certificates. The Maps are posted at:
https://msc.fema.gov/webapp/wcs/stores/servlet/CategoryDisplay?storeId=10001&catalogId=10001&langId=-1&categoryId=12001&parent_category_m=12001&type=CAT_MAPPANEL&stateId=13016&countyId=13439&communityId=339656&stateName=FLORIDA&countyName=VOLUSIA+COUNTY&communityName=ORMOND+BEACH%2CCTY%2FVOLUSIA+CO&dfirm_kit_id=&future=true&dfirmCatId=12009&isCountySelected=&isCommSelected=&userType=G&urlUserType=G&sfic=0&cat_state=13016&cat_county=13439&cat_community=339656
 - The Department received a Façade Modification for 42 East Granada Boulevard for a Building Improvement Grant consideration. The current design and proposed design is provided below:



Existing

Proposed

- Tomoka Church is expecting to receive a Certificate of Occupancy on November 18th. There are a number of punch list items that need correction. The Planning Director along with staff met with Robert McLean, Cogun's general contractor for the job, and the property owner to ensure no misunderstandings exist regarding what must be completed before a CO can be issued.
- The Planning Director met with the City Manager, Assistant City Manager, Deputy City Attorney, Utilities Manager and Accounting Manager regarding the North Peninsula Sewer Services District and a proposal by a private utility service provider to extend a sewer interceptor into the City's service district.
- Building Services
 - 63 permits issued with a valuation of \$1,096,268.00
 - 238 inspections performed.
 - 8 business tax receipts issued
- Development Services
The SPRC met to discuss the following developments:
 - Airport Concept Plan for Lot 3 in the SE Quadrant;
 - Conceptual Façade Design for 42 East Granada Boulevard.

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. Demolition of the interior of the building has begun.
- 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.

- Staff met with an out of town manufacturer interested in a large building or vacant land for relocating their operation. Further discussions with the company are expected in the near future.

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

- The Chamber Tourism Committee met to discuss the marketing brochure and the sponsorship and advertising plans. Funding for the Tourism Guide is part of the Chamber's 2014 Service contract. Design of the cover and content of the material is ongoing.
- Staff met to discuss the Business Development segment of the Chamber of Commerce 2014 Leadership program.
- Staff met with CEO Business Alliance staff to discuss business prospects and economic development programs to assist communities in recruitment strategies.
- Staff participates in the Daytona Chamber Legislative Action Committee and prepared the Economic Development and Manufacturing action items to be submitted to the Volusia County Legislative Delegation.

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. Staff met with DuvaSawko management staff to formalize plans for a grand opening in early December. A date will be determined within the next several days.
- Staff is work closely with SR Perrott to facilitate the construction of a 90,000 square foot distribution facility at their vacant North US1 site. The growth assistance funding was approved at the September 3 City Commission meeting and plans are now approved and construction has begun.

Airport Operation and Development

- The City Commission approved an application from Aerospace Holdings, LLC for Category 8 FBO status at the airport during their meeting on November 5th.
- The City Commission accepted a Disposition item at their meeting on November 5th regarding staff's intent to publish an RFQ seeking qualification submittals from consultants to provide airport design phase engineering services required to generate construction plans, specifications, and permit documents for airport improvement projects. The RFQ will be published in the November 10th edition of the Daytona Beach News-Journal and on-line at www.demandstar.com.
- Staff has prepared and submitted a Consent Agenda item for the December 3rd meeting of the City Commission regarding an application from Hangar Seven Aviation, LLC for Category 1 FBO status at the airport.
- Staff worked to effect repairs to the pedestrian gate at the Air Traffic Control tower.
- Kathy Harper Painting completed work this week to address areas on the Air Traffic Control tower "catwalk" where paint was beginning to lift from the surface due to moisture penetration.
- Staff worked with the Planning Department and the SPRC to review a conceptual plan for an aviation business development project proposed for the southeast quad of the airport.
- According to a report from Quadrex Aviation, LLC on airport operations for fiscal years 2012 and 2013, traffic at the airport increased by 2.7% in 2013 over the previous year.
- 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 met with representatives of the

Airport tenants to discuss the appraisal rates and has recently prepared rate proposals for the tenants review. The tenants' representative has indicated that the tenants have accepted the proposed lease rate structure. Staff has prepared the documents and material for the City Commission review and approval on November 19.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Preparation for year-end audit.
- Completed Projects - Weekly
 - Processed 54 Journal Entry Batches (#5538-5547, #381-481).
 - Approved 33 Purchase Requisitions totaling \$747,263.27.
 - Issued 9 Purchase Orders totaling \$112,123.79.
 - Prepared 111 Accounts Payable checks totaling \$112,429.86 and 39 Accounts Payable EFT payments totaling \$102,312.77.
 - Processed 4,826 cash receipts totaling \$1,968,909.17.
 - Processed 995 utility bill payments through ACH totaling \$44,689.35.
 - Processed and issued 2,909 utility bills with billed consumption of water of 17,133.58k.
 - Issued 495 past due notices on utility accounts.
 - Auto-called 63 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - The Casements Closed for Tours (Dates for November and December)
 - Movies on the Halifax Cancelled (Due to high winds.)
 - Mayor's Health and Fitness Challenge
 - Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Attended weekly staff meeting
 - CodeRED watermain and reuse pipe installation notification
 - Coordinated City efforts for the Countywide food drive
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

Weekly Statistics

- Fires: 1
- Fire Alarms: 5
- Hazardous: 3
- EMS: 68
- Motor Vehicle Accidents: 3
- Public Assists: 29

TOTAL CALLS: 109

- Aid provided to other agencies: 11 calls – Daytona Beach (3), Volusia County (8)
- Total staff hours provided to other agencies: 14

- # of overlapping calls: 23
- # of personnel sent with EVAC to assist with patient care during hospital transport: 1
- Total EMS patients treated: 45

Training Hours

- | | |
|--|----|
| • NFPA 1001: Firefighting | 27 |
| • NFPA 1002: New Driver/Operator | 15 |
| • NFPA 1021: Officer Training | 25 |
| • NFPA 1500: Safety/Equipment | 56 |
| • NFPA 1410: Hose Evolutions | 33 |
| • NFPA 1620: Pre-Fire Plan Inspections | 4 |
| • EMT/Paramedic | 38 |
| • TOTAL TRAINING HOURS: 198 | |

Station Activities

- Updated 21 pre-fire plans
- Conducted 306 fire hydrant inspections
- Visited 45 children at Young Minds Pre-School
- Training for all crews to tour citywide parks for familiarization.

Human Resources

Staffing Update

- 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 10-11-13. Sixteen (16) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review.
 - 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 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.
 - 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. Twenty-nine (29) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review.
 - Leisure Services/PAC – Part time Custodian was advertised on 10-18-13 on the City's web site and will remain open until filled.
 - Leisure Services/Special Populations – Part time Therapeutic Aide was advertised on 10-18-13 on the City's web site and will remain open until filled.
- 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. Second interviews with two candidates were scheduled for this week.
 - Fire Department/Firefighter/EMT – Advertised on the City's web site with a closing date of 10-25-13. Seventy-seven (77) applications have been logged in. Twelve (12) applicants

- have been invited to participate in the Physical Abilities and EMS protocol assessment process on 11-25-13.
- 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. Thirty (30) applications were received, entered on the applicant tracking sheet with qualifications, copied and forwarded to the department for review. Twenty-two candidates were sent invitations to interviews on 11/21/13 and 11/22/13.
 - Background/Reference Checks
 - Leisure Services/Gymnastics – Part time Recreation Leader. A background check has been started on a candidate to fill this position however, the candidate did not pass the pre-employment requirements and the offer of employment was rescinded. The department is reviewing the other candidates.
 - Leisure Services/P.A.C. – Part time Recreation Leader-Theater Tech. A background check has been started on a candidate to fill this position.
 - Promotions/Transfers
 - Leisure Services/Athletic Fields – A Maintenance Worker II was selected and transferred from the Maintenance Worker II part time position at Andy Romano Beachfront Park effective 11-04-13.
 - Leisure Services/ARBP – The part time Maintenance Worker II seasonal employee was transferred to the regular part time position Andy Romano Beachfront Park effective 11-04-13.
 - Terminations/Resignations/Retirements
 - FY Attrition – M/E 10-31-13: .06% (excluding retirements).
 - Public Works – Office Assistant II effective 11-08-13.
 - Police Department – Police Officer effective 11-30-13.

Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program September, 2013 monthly report reflects savings of \$90,264.20 for City residents in the twenty-nine months that the program has been in effect in Ormond Beach. Over 2,326 residents have utilized the program during that time.

City Events/Employee Relations Update

- Employee Wellness Day is planned for 11-15-13 at the Nova Community Center. Health Risk Assessments will be conducted by Florida Health Care for employees who have elected to participate in the Wellness Cove program.
- A Blood Drive is planned for 11-18-13.
- The next New Employee Orientation session is scheduled for 12-13-13. 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

Training & Development Opportunities

- LEAPS: Diversity Training with Mark Toombs. HR has scheduled sixteen (16) workshops titled, "Creating and Maintaining an Inclusive Workplace." 26% of our employees have attended training so far. Next scheduled training sessions will be held 11-13 and 11-14-13.

Risk Management Projects

- Mayor's Health & Fitness Challenge Team event planning.
- Wellness Day planning.

- Arranged United Way campaign meetings with employees.
- Arranged Global Harmonization System training with employees.

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Finance/Community Development – CRM system replacement - New RFP to be drafted.
- iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 32 New work - 46 completed - 41 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	39,597	Inbound E-Mails Blocked	27,371
Delivered Inbound E-Mails	12,079	Quarantined Messages	147
Percentage Good Email	30.5%	Virus E-Mails Blocked	163

- Notable Events:
 - Email Archive – Major database corruption required vendor support to work through the issues taking several days on the phone with overseas tech support. The database that holds the 3 years worth of email archives is currently rebuilding the indexes and it is expected to take 4 – 5 days to complete.
 - Large number of Microsoft updates for both servers and workstations
- Geographical Information Systems (GIS)
 - Addressing Additions: 5 Changes: 0 Corrections: 1
 - Map/Information Requests: 14
 - Information Requests from External Organizations: 5
 - CIP Related Projects (pavement management, project tracking map): 0
 - Meter GPS locate and ID: 22,502 total, completed 17,147 (76.2%) potable 16,645, Irrigation 500, Effluent 2
 - Notable Events: Updated utility base map panels as follows: (18) stormwater, (15) water, (17) sewer and (18) reuse panels.

Leisure Services

- Administration
 - Supervisory Staff Meeting
 - Facilities Maintenance/Parks Staff Meeting
 - Public Works Meeting
 - City Manager's Meeting
 - Assistant City Manager's Meeting
 - Met with Landscape Contractor for Weekly Updates
 - Weekly Professional Janitorial Meeting
 - Joint Leisure Services Staff Meeting
 - Weekly Gymnastics Center Meeting
 - City Commission Meeting
 - Pop Warner Meeting
 - Quality of Life Board 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 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 City Youth Flag Football Program continued games this week Monday through Thursday at 5:45 and 6:45 at the Sports Complex on Quad #3 and the Kiwanis Baseball Field.
 - The City's Youth Volleyball Program finished their fall season this week. They met this week on Monday and Thursday at 5:30 for the novice group and 7pm for the experienced group. Awards and t-shirts were presented at the end of the night.
 - The SHS Girls' and Boys' Soccer Programs are currently practicing at the Sports Complex soccer fields. The girls' home games this week were Tuesday, Wednesday and Friday night. The boys' played their first home game on Wednesday night. All games are at the Sports Complex on Championship Field #7 or on Soccer Field #8.
 - Riverbend Soccer opened their game season on Tuesday night at 5pm on soccer Field #8 at the Sports Complex.
 - Upcoming Programs: Men's Winter Softball League, Girls' Basketball League, Basketball Training League (5-7), Adult Kickball League, OBYBA Boys' Basketball Program.

- 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
 - 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
 - Irrigation repairs 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.
 - Prepping softball, baseball, soccer and T-ball for practices and games.
 - Boys and girls rec leagues are practicing and playing games on the Quads.
 - Flag football games continued using Quad #3 and baseball #4 outfields.
 - Prepared fields for rec soccer on Saturday.
 - Painted 3 soccer fields at SONC for a Saturday league.
 - Prepared Osceola Elementary School fields Friday for a YMCA T-ball league on Saturday.
 - T- ball and softball has been sprayed to prep for the over seeding with rye grass.
 - Fertilizing all fields for the preparation of over seeding with rye grass. OBMS is the only field left to finish.

- Hosted a 40+ team Lady Renegade's softball tourney at both the Airport and Nova fields Saturday and Sunday.
- Located and are fixing an irrigation leak, bad valve at SONC.
- Well pump at OBMS keeps breaking the main line when it comes on. Getting a contractor to come out and do a service check.

- Senior Center
 - Granada Squares dancers met on Tuesday from 7:00pm to 9:00pm.
 - Jim Miller's Big Band 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 and CMT held regular classes. Kopy Kats held on stage rehearsal.
 - Tuesday: Show Club and CMT held regular classes. Kopy Kats held on stage rehearsal.
 - Wednesday: Show Club and CMT held regular classes. Kopy Kats held on stage rehearsal.
 - Thursday: Show Club and CMT held regular classes. Kopy Kats held on stage rehearsal. Kopy Kats held on stage rehearsal.
 - Friday: CMT held regular classes.
 - The Performing Arts Center is preparing to host the following events:
 - Indian Cultural Society of Daytona, Thursday, November 7th, 8:00pm to 11:00pm
 - Beatles Tribute, Saturday, November 9th, 7:30pm to 9:30pm

- South Ormond Neighborhood Center
 - Splash Pad open daily at 10am
 - Pride football Tuesday/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
 - Final games of Senior Games Event week
 - Attended staff meeting
 - Attended Holiday Concert meeting
 - Assisted with multiple interviews for PAC open position; also reviewing applications for Community Events Technician
 - Veterans Day preparation: shopping, pick up of equipment and supplies, sale of event tickets
 - Planning activities for the following upcoming events:
 - Veterans Day and sale of event tickets
 - Holiday Concert
 - Santa on the Go, Letters to Santa, Santa Calling
 - Home for the Holidays Parade
 - Breakfast with Santa

- Gymnastics
 - Students are working hard on their routines.
 - Attend weekly meeting to discuss Gymnastics Center Program improvements.
 - Attend Pop Warner meeting.
 - Registration is now open for the 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 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 Basketball, a basketball program for those with special needs, will continue to meet for practice on Tuesdays, from 5:00-6:00pm at the Nova Community Center
 - Coed Youth Volleyball League met for their last week in the Nova Gym.
 - The Basketball Training League started its "Learn the Basics of Basketball" program on November 4. They will meet Monday and Wednesday until December 18.
 - A pre-season clinic was held for boys who will be participating in the Boys Winter Basketball League.
 - The Girls Training and Skill Assessment for Girls Winter Basketball League will take place on Wednesday and Friday.

- The Casements
 - Yoga classes were held Tuesday in the Dance Room.
 - Pilates was held in the Dance Room on Monday, Tuesday, Wednesday and Friday.
 - Tours continued Monday through Friday from 10am to 3:30pm and Saturday from 10 to 11:30am.
 - A wedding ceremony was held in Ames Park on Saturday afternoon.
 - A wedding was held in Rockefeller Gardens on Saturday evening.
 - The Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.
 - The Casements Guild Board met in The Preservation Room on Monday morning.
 - Oceanside Sports had a kayaking demonstration in Fortunato Park on Wednesday afternoon.
 - The Guild Crafters met in Room 203 on Thursday afternoon.
 - A wedding reception was set up in The Casements on Friday morning.
 - A wedding rehearsal was held in Ormond Memorial Gardens on Friday afternoon.

- Parks Maintenance
 - Repaired broken handle on playground equipment at SONC
 - Installed one dog waste station at Central Park I
 - Installed two new benches at Lions Park
 - Trimmed encroaching overgrowth from sidewalks from Reynolds Avenue to Riviera Park
 - Repaired tennis net at SONC
 - Raised and lowered flags in remembrance of Tom Foley, Former Speaker of the US House of Representatives
 - Pressure cleaned Labyrinth area at Central Park II

- Removed graffiti from picnic table at Fortunato Park
- Repaired bench in the Magic Forest playground
- Removed damaged trash can from path at Central Park IV
- Citywide safety inspections of parks and equipment
- Weekly inspections of park facilities for reservations

- 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 waterwheel 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
 - Performing preventative maintenance on 22 air conditioning systems Citywide
 - Repaired vandalized water shut off valve at Fortunato Park men's room
 - Installed six window blinds at Senior Center
 - Assigned Special Holiday Inspection Team for seasonal display rejuvenation at Public Works
 - Cut key for mechanical room Public Works Admin
 - Repaired handicap door opener at PAC
 - Prepared attractive asset list for truck 403 Building Maintenance
 - Prepared area for new unit installation Public Works Admin
 - Installed A/C unit for Public Works Admin
 - Raised the flags various locations Police Station
 - Assisted with electrical upgrades for A/C install at Public Works
 - Picked up wet tack orange filters from vendor at Bait House
 - Repaired A/C Unit 2 in the Blue Room at the PAC
 - Repaired lights in Gymnastics Center
 - Completed repairs to lights at Waste Water
 - Replaced photocell at Airport Tower
 - Repaired walk through gate at Airport Control Tower
 - Added receptacle to the 2nd floor at The Casements
 - Repaired ball field lights at SONC
 - Installed hand dryers in restrooms at SONC
 - Repaired training room lights at Police Department
 - Replaced bi-fold doors at The Casements
 - Installed chair rail at Senior Center
 - Replaced window blinds in the billiard and ballroom at Senior Center
 - Removed broken door closure at SONC
 - Installed door hardware on gym doors at SONC
 - Repaired carriage doors at The Casements
 - Repaired shower tower at Andy Romano Beachfront Park
 - Repaired sink drains at softball concessions at Airport Sports
 - Repaired waterwheel bearing at The Casements
 - Call out to repair men's room at Central Park I

Police Department

Administrative Services

- Attended the Citizens Police Academy graduation ceremony held at the Police Department.
- Attended the Pathways Elementary D.A.R.E. graduation ceremony.
- Attended weekly Police Department and City Manager/Department Head staff meetings.

Community Outreach

- Six (6) members of the Youth Directors Council and four (4) members of the Police Explorers joined OBPAL staff to host the Halloween Safe Stop held in partnership with the South Ormond Neighborhood Center. The event was designed to provide families and their children a safe place to enjoy their trick or treat walk through the neighborhood. Approximately 65 children and their families enjoyed hotdogs, cupcakes and lots of candy.
- The Tutors R Us program continued at the South Ormond Neighborhood Center. Currently there are 27 youths participating in the tutoring program.
- Science on Patrol at Ormond Beach Elementary School continued. Ten youths are participating in the six week program. On Thursday, they explored foot-height ratio, teeth impressions and blood spatter.
- Preparations are beginning for the Annual Holiday Party to be held at the South Ormond Neighborhood Center on Wednesday, December 18th from 5:30 to 8:30 PM.

Community Services & Animal Control

- Animal Calls: 44
- Animals Reports: 8
- Animal Bites: 2
- Animals to Halifax Humane: 3 Dogs: 2 Cats
- Animals Reclaimed: 3
- Animal Citation: 1

Criminal Investigations

- Cases Assigned: 25
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 9
- Inactive: 4
- Fraud: 7
- Burglary Business: 2
- Burglary Residential: 3
- Larceny Car Break: 5
- Grand Theft: 4
- Auto Theft: 1
- Offense Against Family/DCF Reports: 0
- Missing Persons: 1
- Recovered Missing Persons: 1
- Sex Offense/Rape: 0
- Robbery: 0
- Assaults: 1
- Police Information: 0

Comments:

- Missing Person: Missing Juvenile from 376 Ocean Shore Blvd. was located in Daytona Beach safe and returned home.
- Burglary: Subjects removed a glass portion to the Daytona Bike Store located at 376 West Granada Blvd. and removed several bicycles. Investigators have identified a possible suspect.
- Fraud: Investigators are looking into a report that a caregiver stole money from a victim on Ocean Shore Blvd. The victim has since passed away.

Records

- Walk - Ins / Window 68
- Phone Calls 106

- Arrest / NTA'S 17
- Citations Issued 141
- Citations Entered 144
- Reports Generated 115
- Reports Entered 115
- Mail / Faxes / Request 30

Patrol

- Total Calls 1,554
- Total Traffic Stops 222

Operations

Crime Opportunity Report Forms: 97

10/30/2013

- Carbreak, 520 South Atlantic Avenue (7-11), windows were left down and the victim's purse was taken from the vehicle.
- Shoplifting Arrest, 1521 West Granada Boulevard (Walmart), suspect arrested.
- Burglary (Residential), 11 Ponce De Leon Drive. No forced entry. Medication missing from the home.
- Burglary (Residential), 24 Park Place. Entry was made to a detached garage that was unsecure. A vehicle inside the garage was entered and damage was done to the ignition.
- Warrant Arrest, Kingsbridge Crossing Drive and West Granada Boulevard, suspect arrested.
- Warrant Arrest, 1 Thomas Street, suspect arrested.

10/31/2013

- Carbreak, 195 South Beach Street (Ames Park). Window of vehicle was broken out and victim's wallet was taken.
- Burglary (Hotel), 591 South Atlantic Avenue #110 (Tropic Sun Towers). The victim was on the pool deck a short distance from his unsecured room. He did not see anyone enter his room but later discovered he was missing \$540 from his wallet.
- Trespassing Arrest, 775 South Nova Road, suspect arrested.
- Battery-Domestic Violence Arrest, 31 Pleasant Drive, suspect arrested.
- DUI Arrest, 200 Block South Ridgewood Avenue, suspect arrested.
- Narcotics Arrest, 200 Block Forest Hills Drive, suspect arrested.
- Burglary (Business), 376 West Granada Boulevard (Daytona Bicycle Center), suspects caught on video removing glass from window and stealing several racing bicycles.

11/01/2013

- Carbreak, 1 South Old Kings Road (Elite Fitness), window broken out and wallet taken
- Battery-Domestic Violence, 478 Pinewood Street, suspect arrested.
- Shoplifting Arrest; 1521 West Granada Boulevard (Wal-Mart), suspect arrested.

11/02/2013

- Battery-Domestic Violence, 845 North Ridgewood Avenue, suspect arrested.
- Battery-Domestic Violence, 26 Stallion Way, male arrested for pushing his wife down during an altercation
- Burglary (Residential), 41 Byron Ellinor, forced entry, second occurrence.
- DUI Arrest, 206 North Yonge Street, suspect arrested.
- Warrant Arrest, 793 South Nova Road, suspect arrested.

11/03/2013

- No Part One crimes or arrests to report

11/04/2013

- Battery-Domestic, 214 Greenwood Avenue, suspect arrested.
- Carbreak, 170 Williamson Boulevard, suspect broke out a rear window of a work van and stole items.

11/05/2013

- Stolen Vehicle, 1167 Old Tomoka Road, utility trailer stolen.
- Shoplifting Arrest, 1521 West Granada Boulevard, suspect arrested.
- Carbreak, 136 North Orchard Street, vehicle window was shattered and purse taken out.
- Carbreak, 500 Sterthaus Drive, vehicle window was shattered and purse taken out.
- Burglary (Residential), 134 Fairview Avenue #B, power tools taken out of an enclosed back porch.

Traffic Unit

- DUI Arrest, East Granada Boulevard / Halifax Drive, suspect arrested.
- Warrant Arrest, 100 Block South Halifax drive, suspect arrested.
- Fleeing Eluding Arrest, 300 Block Lincoln Avenue, suspect arrested.
- Stealth Stat deployed on Amsden Drive in response to a complaint.
- Variable Message Board deployed to 100 Block West Granada Boulevard for the Halloween DUI Enforcement Campaign.
- Working with Streets Division for new sign installation on Hand Avenue. Heavy barricade enforcement throughout the area for worker safety.
- Traffic Citations 98
- Parking Citations 0
- Crash - No Inj. 13
- Crash – Injury 2
- Crash - Fatal 0
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
 - Self-Initiated Enforcement Locations:
 - Granada ICW Bridge
 - Central Park Corridors
 - Division Avenue
 - Fleming Avenue
 - John Anderson Drive detour
 - Arroyo Parkway
 - South Kings Road
 - Enforced Complaints:
 - John Anderson Drive
 - Clyde Morris Blvd.
 - Beach Street
 - Fleming Avenue
 - Riverside Drive
 - Hand Avenue detour

Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 10 Cases Initiated
- Zone 2: 22 Cases initiated
- Zone 3: 2 Cases initiated
- Zone 4: 9 Cases initiated
- 22 signs have either been removed or sign cases created.
- 9 tree removal permit requests.
- Administrative staff assisted with four walk-ins and sixty (60) telephonic inquiries.

Zone 2

- 1) 9 King Edward Drive – Received a complaint regarding the overall condition of this property. Based on the photographs there is a jet ski in the front driveway along with some outdoor storage of personal property. There is a trailer and a vehicle with the back

window broken out parked on the grassy portion of the right-of-way. The trailer has already been removed. Staff spoke with the owner. He is going to relocate the outside storage into the garage. The wheel and tire on the jet ski is damaged. He will need to cut the bolt from the rim in order to replace both and be able to move the jet ski. NID will give him time to fix it and relocate it to an appropriate location.

Public Works

- **Engineering**

- **Construction Projects:**

- **Tymber Creek Phase I** – The forcemain was offset to avoid conflict with a stormwater cross drain. Dry lines for future irrigation to the new medians are being installed.
- **John Anderson Drive** –The majority of the new 16-inch force main installation from Dormont Drive to Amsden Drive has been installed. The contractor has started work on the Storm improvements at Halifax and John Anderson while he completes the force main tie in at Amsden Dr. with two crews working. A road closure notice to that effect has been issued. Zev Cohen & Associates conducted a public meeting to provide detailed information on the upcoming work and inform the residents of their continued role as Public Information Coordinator throughout construction. The meeting was held on September 12th at The Casements.
- **Hand Avenue** –The paving of the last section of roadwork has been completed in the area of the culvert crossing. Final sections of sidewalk are being poured. Final inspections of the storm water system have been completed. In the areas that have been paved, we have installed 1-inch of paving and intend to come back once all punchlist items 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** – All of the new watermains and service stubouts have been installed for the area of: Buena Vista Ave, Cordova Ave, Plaza Grande and S. Beach St., pressure testing on those lines is being performed. Work has started on Forest Court.
- **2-Inch Waterline Replacement – North Peninsula** - The contractor has completed pressure testing, chlorinating, and taking bacteriological samples of the mains installed for the Aqua Vista cul-de-sacs; a partial clearance has been issued by the Volusia County Public Health Unit for the first four cul-de-sacs. Signed clearance forms for the remaining four cul-de-sacs have been submitted to Volusia County Public Health Unit for their sign off this week. Work is progressing on Riverbreeze Drive, main line work has been installed on the cul-de-sacs off of Ann Rustin, and the contractor is beginning work on the directional bores at Royal Dunes Circle and Royal Dunes Drive this week.
- **2-inch Water Main Replacement - South Peninsula** – The contractor has installed all new service connections on Ivanhoe Drive, Cardinal Drive, Jamestown Drive, Stanford Road, and Princeton Avenue. Water main and reuse main installation is occurring on Magnolia Street and Pine Road. Completion of testing prior to placing in service for Riverside Drive and Marvin Drive is underway. Work has begun on main installation on Magnolia Drive and Seton Trail. A proposed schedule has been posted on the City's website and will be updated monthly.
- **Central Park Lake Interconnects** – The contractor is completing the retaining walls and boardwalk across the canal. Roadwork restoration is underway and Hammock Lane is expected to be opened at the end of the month. Work will then commence on the Division Avenue interconnect.
- **Cassen Fishing Pier and Guardrails Under Bridge** – The contractor has submitted engineered plans for Building permit. The guardrail system is currently being fabricated in 5' sections. The work is tentatively scheduled to begin near the end of November.

- 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 Bleacher Replacement - Staff is reviewing several options of bleacher replacement and refurbishment.
- Downtown Underground Utilities Conversion -The next bi-weekly progress meeting is scheduled for 11/13/2013. The contractor is continuing work with the installation of conduit in Phase 2 and has progressed into Phase 3; as-builts are being finalized this week for Phase 2. FPL has scheduled a walk through with the City, contractor, and surveyor to discuss layout of the conduit, transformers, and other features in Phase 4 on Wednesday, November 13, 2013; the contractor is has currently moved into Phase 3 for installation of primary conduit. The final shut down of power for power switchover for Phase 1 of the project was completed on Tuesday, November 5, 2013. The contractor will complete the switchover of the remaining service connections upon completion of the primary conduit in Phase 4.
- 2013 Roadway Resurfacing- Final site restoration and striping are being completed.
- Downtown Median Landscaping – The irrigation system is 100% complete. All 21 medjool palms have been installed. The electrical infrastructure is 85% complete. 90% of the bedding plants and bark mulch have been completed.
- 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 – All executed contracts have been executed transmitted to FDOT. The City is coordinating a pre-construction meeting with the contractor, CEI, and FDOT.
- Ormond Beach Municipal Airport Taxiway Project- Staff working on preparing a Request for Qualification package for proposed improvements to the airport which includes taxiways and airfield electrical systems.

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 – A community meeting was held Tuesday, October 29, 2013. City staff is processing input from the meeting for use in proceeding with the project.
- Traffic Signal Maintenance (Mast Arm Painting) - Bid acceptance for the low bidder (Santa Clara Construction) is being placed on the November 19 commission meeting for acceptance of the base bid plus three alternates
- 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 – Sliger and Associates are scheduled to perform stormwater utility surveying the week of October 28, 2013. Zev Cohen will take this survey info and progress with their plans.
- CDBG Oleander Bus Stop – Staff is preparing finalized design plans with FDOT assistance.

- OBSC Roadway Improvements – All of the new watermains and service stubouts have been installed for the area of: Buena Vista Ave, Cordova Ave, Plaza Grande and S. Beach St., pressure testing on those lines is being performed. Work has started on Forest Court.
- Fiber Optic Network Expansion – The City has had preliminary discussions with FDOT regarding 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- Award of bid for the cured in place pipe lining project has been submitted for resolution on November 19, 2013.
- 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.
- 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.
- Traffic Signal Maintenance (Mast Arm Painting) - Bid acceptance for the low bidder (Santa Clara Construction) is being placed upon the November 19 commission meeting for acceptance. The Commission Item provides for the approval of a contract covering those intersections in the base bid as well as the three added alternate intersections for a total of eleven intersections.
- OBSC Multi-Purpose Building – The 3 month design phase of the project has commenced. The site plan and architectural plans are being prepared for City SPRC review. Outside agency permit determinations have been requested.
- SONC Bleacher Replacement - Staff is investigating motorizing the bleacher system. Reviewed manufacturer's specifications and looked into work that would be needed to extend electrical power for the motors to the back wall of the gym as the current electrical outlet configuration would not be suitable.
- City Hall Chiller Replacement – Contacted the consultant that prepared the preliminary assessment report to request a scope of work once this is finalized then a cost will be submitted and a Work Authorization issued.
- Nova Recreation Park- Ongoing- Staff is working on preliminary plans for the pavement of the crushed shell roads and parking areas around the park. Staff has recognized the need to implement stormwater conveyance and impoundment facilities that will be needed to manage the additional stormwater runoff due to increase of impervious area due to paving these areas. This will be necessary regardless of exemptions expected from the SJRWMD, because the additional stormwater runoff will increase erosion and create inconvenient standing water otherwise. Staff is therefore investigating low impact drainage areas around the park for this purpose.

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).
- Nova Road Landfill Closure- Ongoing- a second phase of site assessment study is being performed as required by the FDEP. Several offsite groundwater monitoring wells are being installed to provide background data for the ongoing ground water monitoring plan.
- FDOT work US1- Met with representatives from FDOT and contractor to discuss existing watermain conflict with proposed guardrail installation located on the east side of the north bound lane north of Wilmette Ave. Dug several locate pits along the roadway shoulder to trace out the location of the existing watermain in relation to the proposed guardrail. It was determined, preliminarily, that the watermain would not need to be relocated and the FDOT would investigate changing the installation type of guardrail post.

- Created planting plan set for the West Granada Median Landscaping project.
 - Began creating the construction plan set for the proposed Park Paving Project at the Nova Recreation Park.
 - Created layout plan set for the Street Tree Planting Project.
 - Created exhibit drawing for the OBSC Roadway Improvement Project.
 - Researched and supplied requested watermain as-builts at the Cordova/Seville St intersection per contractor request.
 - Researched and provided Airport Hangar size and boundary location for Airport Lease area as requested by Efrid Surveying.
 - Researched and provided as-builts and exhibit maps to QLH Engineers for utilities at 252 S Beach St per request.
 - Completed elevation surveys at the new wooden walkovers at the Central Park locations to determine if ADA compliance was met.
 - Completed taking progress pictures for the Granada Median Project.
 - Provided measurements for the Oleander Bus Stop Project to project mgr.
 - Modified permit drawings at 3013 Anchor Dr for Utilities Division.
 - Researched and provided Sanitary main 6p as-builts copies to Wastewater Div.
 - Researched and provided information and as-built drawings of the Saddlers Run Lift Station per Utilities Div request.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Removed & replaced broken sections of sidewalk on SR40, west of I-95
 - Removed forms & backfilled on SR40, west of I-95
 - Picked up pea rock from Cemex at the plant on Granada Blvd.
 - Poured a concrete slab for a bench at the Performing Arts Center
 - 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 the area around Nova Recreation hill
 - Removed trees at Cassen Park (pines only), and at 1326 Oak Forest Dr.,
 - Trimmed trees on Beach St., on Cuadro Pl., on Reynolds Ave., at 21, 78 & 131 Highland Ave., at the corner of Fairview Ave. & Grove St., at 84 & 96 Lorillard, on Old Kings Rd., at Vadner Park, and at 729 Fleming Ave.
 - Maintenance Crew
 - Rotated Special Event Bridge signs
 - Debris cleanup on Granada Bridge and Memorial Gardens
 - Graded roads at all City parks, Airport Sports Complex and Old Tomoka Rd.
 - Daily maintenance of various vehicles in Public Works Yard
 - Printed daily work orders and distributed for job assignments
 - Trimmed trees at Fred Gamble Way & Old Tomoka Rd., and at various ROW (Right-of-Way) locations
 - Changed out Streetscape (Granada Blvd.) banners to "Birthplace of Speed"
 - Put up and took down holiday flags on the Granada Bridge for Election Day

Sign Shop

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

- Sign Shop, fabricated letters for Building Maintenance Shop and warning signs
- Sign Shop, entered & printed work orders for daily job assignments
- Citywide Locations, installed stop & speed limit signs, where needed and checked for signs that might need attention
- Sign Shop, on-going training of new employee
- Fleming Ave. & S. Center St., replaced a stop sign & post
- 924 Northbrook Dr., checked for installation of "Curve Ahead" sign

Stormwater Maintenance

Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Ditch Inspection – Hand Ave.
- Pond Inspection – various locations
- TV Inspection – 459 John Anderson Dr.
- Dry Wells Cleaned – the Trails and on Whispering Pines
- System Inspections – from 200 to 400 John Anderson Dr.

Vactor

- Cleaned out and repaired basins - Coquina Point, South Forty, Prairie View Ln., at 305 John Anderson Dr., and in the Ormond Green Subdivision
- Fleet – brought in to check light bar & backing up beeper

Mowing

- Reachout Mowing – Fred Gamble Way, SR40, west, and on Old Kings Rd., from Granada Blvd. to Division Ave.
- Remote Control Slope Mower – tested out on Hand Ave., and Tomoka River Bridge

Street Sweeping/Streetsweeper

- 154.0 miles of road cleaned (This is for 5 days)
- 36.0 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week

30,240

PM Services completed for the week:

Emergency—Vehicles and Equipment

12

Non-Emergency Vehicles and Equipment

17

Road Calls for the week:

1

Quick Fleet Facts:

- Fleet has gallons of 12,486 unleaded and 7,326 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,787 gallons of unleaded and 841 gallons of diesel.
- Fleet completed 51 work orders this week.

- Utilities
 - Backflow Prevention Device Testing, Certification and Repair Services – Preparing bid documents
 - Carousel Grit Removal – Pursuing 2nd lowest proposer for accomplishment of work – Vendor auto insurance was obtained.
 - Concentrate Piping Connection to Reuse Storage Tank – City Commission approved the project. Project will be advertised on November 10 for eventual receipt of bids in December.
 - 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. Meeting scheduled with design engineer to discuss the project.
 - Cross Connection Control (CCC) Program Management Services –agenda packet is being prepared for review of scope by CC scheduled for December 3rd meeting.
 - 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 this fiscal year.
 - Airport Road Force Main/ Reuse Main Project – Testing of the Airport Booster Pump Station will be scheduled upon completion of meter repair and register upsizing.
 - Mainland, North & South Peninsula 2-inch Water Main Replacement – North Peninsula: Work is progressing on Riverbreeze Drive and the contractor is beginning directional bores at Royal Dunes Circle and Royal Dunes Drive. South Peninsula: Water main and reuse main installation is occurring on Magnolia Street and Pine Road. Work has begun for main installation on Magnolia Drive and Seton Trail. Mainland – Watermains and service stubouts have been installed for the area of: Buena Vista Ave, Cordova Ave, Plaza Grande and S. Beach.
 - Ormond Beach Wastewater Plant Operating Permit Renewal – awaiting receipt of proposal from Quentin L. Hampton Associates.
 - 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. Motor for Pump #3 was authorized for check/ repair by motor shop.
 - Ormond Beach Wastewater Treatment Plant Expansion – Purchase orders for furnishing & installing valves found compatible with existing actuator, components are being prepared.
 - John Anderson Drive Project – John Anderson Drive road closures started and will be in effect at the intersection of John Anderson Drive and N. Halifax Drive and from Ocean Terrace to Amsden Drive. The force main tie in at Amsden Dr. is being performed. Costs associated with revisions to piping at Lift Station 6P are being evaluated.
 - Rima Wells Auxiliary Power Generator – Project is under design. Replacing the day tank is being investigated and Fleet Division's concerns about the generator manufacturer to be used will be covered in the specifications. Additional building enclosure modifications suggested by mechanical designer for exhaust considerations.
 - Saddler's Run Lift Station Rehabilitation – Pump pressures and run times were provided to the consultant for force main modeling and pump sizing.
 - Sanitary Sewer Pipeline Repair – Project award is scheduled for the November 19 City Commission Meeting.
 - SR 40 from Tymber Creek Road to Perrott Resurfacing – Awaiting construction commencement by FDOT Contractor.
 - Town Square, 4M1, 9M and Wal-Mart Lift Station Rehabilitation –Notice to proceed to be determined upon discussions with contractor confirmation of pump equipment arrival anticipated for receipt in mid December.
 - Tymber Creek Road Phase 1 Utility Relocation Project – The utility offset remains to be constructed north of Peruvian Lane and on the north side of SR 40. Southbound lane closed - traffic is diverted to a temporary lane.

- US 1 Resurfacing from Hernandez to Nova – Met with FDOT to discuss resolutions to the conflict between the guard rail to be relocated at Mile Post (MP) 6.94. FDOT is investigating using guard rails with a shallower penetration to prevent impacts to the water main if the guard rails were hit.
- Water Storage Tank Cleaning and Inspection – The vendor is preparing a schedule for beginning the cleaning early next year.
- SPRC – Gaslamp Shoppes – Discussed conceptual plans for building façade modifications for building at 42 East Granada. Lot 3 Airport Reviewed conceptual plans for a T hangar on Runway Drive. Huntington Woods- Utility Maintenance Access Easement was received and will be recorded. SR Perrott- Official easement documents are being prepared for property owner signature and commission approval. Tomoka Christian Church – Video reveals debris in private portion of newly constructed sanitary sewer – Contractor will clean the pipe and re-televisive.
- Water Distribution
 - Responded to or repaired 20+ water service leaks, low water pressure and discolored water complaints
 - Performed testing and repairs on several city owned backflow preventers
 - Assisted several customers with water issues (i.e. stiff valves, leaks, etc.)
 - Performed a water main shut down on River Dr to assist Thad Construction with disconnecting the 2” water main
 - Scheduled new service installation on Ivanhoe and Kent Street
 - Performed flushing following areas: John Anderson Drive and miscellaneous roadways in North Peninsula
 - Issued and rescinded two boil water notices: John Anderson Dr & South Beach Street
 - Water Distribution and WW Collections assisted the utility locator with multiple locates due to an increased number of locate requests
 - Utility locate service for Water/wastewater/reuse: 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 35.410 million gallons for the week ending Nov. 3, 2013 (5.059 MGD)
 - Backwashed 12 filters for a total of 498,000 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.
 - Delivered 3rd Quarter Well chlorides report to the St. Johns River Water Management District
- Wastewater Collection – Reuse
 - Crews responded to seven trouble calls Breakaway/Hunters Ridge PEP System service area and two in town.
 - Televised nine, cleaned eight and root controlled ten sewer laterals.
 - Installed new reuse box at 117 Treasure Lane.
 - Repaired sewer service at 319 S. Halifax Dr.
 - Checked pressure on Ocean Shore Blvd force main is at 8 psi.
 - Assisted Storm Water crews with televising 15” storm line near 459 John Anderson Dr.
 - Repaired manhole bench and invert at 25 Cherokee Trail.
 - Repaired 1” irrigation reuse lines: 51 Shadow Creek, 26 Thornhill Chase.
 - Found collapsed tank at 23 Brook Crest Cr. - scheduled for replacement next week.

- Replaced pep tank back lid at 128 Black Hickory.
- Installed new sewer box 38 Foxfield Look.
- Low pressure sewer readings @ Westland Run (2") 26/18 psi, Foxhunters Flat (2") 22/16 psi and Shadow Creek Blvd. (4") 5/4 psi.
- Bled 2" low pressure sewer lines due to high pressure in Westland Run - total 4000 gallons.
- Wastewater Treatment
 - Domestic & Industrial Wastewater flow for week @ 28.11 Million Gallons.
 - Produced 24.65 Million Gallons of Reuse.
 - Produced 3.46 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.02 MGD, plant designed for 8 MGD.
 - Hauled tons of sludge 161.88 (14%-18% Solids).
- Utilities Maintenance Division
 - Saddlers Run Lift Station – document force main pressure readings and station run times as requested by Utilities Manager.
 - Chlorine Contact tanks – repair broken 2" reuse water line.
 - Shop – rebuilt used Smith and Loveless check valves and returned to inventory; rebuilt used Flygt Mix/Flush valves and returned to inventory.
 - Clarifier #2, #3. – Installed new 1" wash down lines at reuse system for cleaning and maintenance.
 - 4P – check valve #1 is bad and not repairable – isolated pump and removed from service – will order a replacement valve and install when received – station functioning properly using pumps #2, #3.
 - Breakaway Trails 8 Winding Trail – replaced pep tank control box.
 - MCC generator transfer switch – WARF 32 & 33 assisted Square D in retrieving fault history data – system still being evaluated by contractors.
 - Effluent Pump #1 – PHF fault reported by operators – replaced C phase fuse – all ok.
 - SCADA monitor/response: 12M – high run times – pulled both pumps and checked valves, deragged as needed – checked station and force main flow – met collections supervisor at force main outfall – no flow with both pumps running – force main cleaned as needed – noted motor starter #2 not functioning properly - found bad contacts – rebuilt starter - station returned to full service – all ok; Breakaway Trails lift station – uneven start and run times – pump #3 found faulty – replaced with shop inventory – sent motor to be repaired
 - Influent pump room – deragged pumps 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; .
 - Lift station PM's: 3 monthly performed.
 - Plant PM's: 11 weekly performed
 - Plant wide oil & grease route
 - 43 work orders completed and closed for this section for this week.
 - 7 scheduled plant maintenance tasks/ 3 unscheduled plant repairs
 - 3 unscheduled lift station repairs

Water Plant - Well Fields - Booster Stations

- Scrubbers #1 – rebuilt pump motor and sent out to be sand blasted and painted.
- R.O Building – Cleaned pump motors #1, #2, #3, #4.
- H.S.Pump #7 – aux fault – Troubleshooted and repaired – returned to service.
- H.S. Pump building – replaced flex pipe on pressure transducer.
- Slurry Pump #1 – replaced tube.
- Well 19SR – cleaned sump pump screen.

- Well 32 – housekeeping.
 - State Park Booster station – pump #1 not running – Breaker tripped – reset, will continue to monitor.
 - Leeway – replaced ball valve.
 - Weekly PM's – cone injection ports.
 - Monthly PM's – wells 18SR, 19SR, 21SR; Daytona/Ormond interconnect; Ormond/Holly Hill interconnect.
- 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): Staff performed the annual inspection of Hudson Technologies as required by the IPP. The organization was very responsive to comments from the Utility. While onsite, the City collected a sample from the facility's industrial waste stream to ensure compliance with the City issued permit.
 - 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 obtained training material for the revised OSHA Hazard Communication Standard which is being phased in over the next two years. A training session of the new standards is scheduled with affected staff required to attend.
 - City Public Water System Inspection Report: Volusia County Health Department Environmental Specialist Leonard Erdman performed the semi-annual inspection of the City's Water Treatment Plant (WTP) on October 11, 2013. The report, received on October 13th, noted six deficiencies. Five of the deficiencies deal with physical corrections or logbook entries within the WTP. These corrections are being implemented immediately. The sixth requires the Utility to increase the backflow prevention device testing compliance on all of the commercial accounts. The Utility's current compliance rate is 72%. Staff is discussing the appropriate course of action based on current ordinance guidance. Staff is preparing a letter in response to the VCHD report.

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
- City Clerk attended weekly City Manager Staff Meeting
- Staff attended and provided support for the November 5, 2013, City Commission Meeting
- Staff attended and provided support for the November 7, 2013, Quality of Life Advisory Board
- Agenda packet preparation and creation for the November 19, 2013, City Commission Meeting

Status of Department Projects

- Audience Polling System
 - Project Status: Currently testing system set up and software installation

- Records Management System Upgrade
 - Project Status:
 - Continuing to identify potential issues with system upgrade to relay to vendor