

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Kelley and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: November 22, 2013

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

### **City Manager**

Reviewed and prepared with staff as follows:

- Staff meeting with directors
- One on one meetings with Fire Chief and HR Director

Spoke to, attended and/or met with:

- Agenda review meetings with Commissioner Boehm and Commissioner Stowers
- Rotary meeting
- Claims committee meeting
- FLC Legislative Conference

### **Community Development**

- Planning Services
  - Staff attended the Volusia County Local Mitigation Working Group meeting to discuss mitigation initiatives requiring review/adoption and Floodplain Management Plan and LMS integration. The next meeting of the group will be for the annual Local Mitigation Strategy update which is due on January 31, 2014.
  - Staff completed a draft of the Community Development portion of the next Enterprise Resource System RFP. The draft is under review by all staff from Planning and the Engineering Division. Upon final comments, a draft of the Community Development portion of the ERS RFP will be submitted to the ERS Subcommittee for review. Members of the ERS Subcommittee include the Finance Director, IT Manager, and Planning Director.
  - Staff worked with the City Attorney, and Attorney Jim Morris representing the owners of Crowne at Ormond Beach regarding nonconforming concerns as a result of annexation. Several options were explored but the ultimate issue was a jurisdictional issue. First reading for the annexation of Crowne was approved at the November 19<sup>th</sup> commission meeting with second and final reading scheduled for December 3, 2013. Staff will have both the land use and zoning on the Planning Board agenda for December with final approval of the land use zoning by April 1, 2014. The April date is dictated by the time required for the Volusia Growth Management Commission (VGMC) and the State Expedited Review Process for land use plan amendments. Staff's intention has always been to ensure conformity since the Comprehensive Plan policy requires a similar land use and zoning that was provided in unincorporated Volusia County.
- Building Services
  - 103 permits issued with a valuation of \$2,127,783.00
  - 275 inspections performed.
  - 3 business tax receipts issued

- Development Services  
SPRC met to review the following submitted site plans:
  - Review of 146 N. Orchard Street – RV Storage facility

### **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. A purchase and sale agreement has been signed by the buyer and approved at the November 19 Commission meeting. The company is working with a local bank to secure the financing and, if approved, plans to initially construct a 20,000 square foot manufacturing facility and hire approximately 20 employees.
- 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, 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 the Daytona Chamber Legislative Action Committee and presented 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. Final completion has been completed and a Certificate of Occupancy was issued by the City. 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 US 1 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

- Staff has prepared and submitted a Consent Agenda item for the December 3<sup>rd</sup> meeting of the City Commission regarding an application from Hangar Seven Aviation, LLC for Category 1 FBO status at the airport.
- Staff worked with the GIS Division to review field work conducted at the airport to investigate methods to mitigate certain obstructions identified by the FAA. The FAA has issued a NOTAM prohibiting IFR approaches to the airport at night due to certain obstructions within the approach paths to the airport. Staff is working with the City's airport consultants to request that the FAA temporarily raise the minimum descent altitudes for instrument approaches to the airport while work proceeds to mitigate the obstructions.
- The City Commission approved execution of a Joint Participation Agreement for the design engineering phase of the Taxiway "G" Construction and Airfield Electrical Improvements Project at their meeting on November 19, 2013.
- Staff has been advised that Austin Outdoor plans to complete the final clearing phase of their recent airport herbicide application during the first week in December.
- Staff has received a proposal to lease and develop a parcel in the southeast quadrant of the airport. Staff is working to draft a lease for the parcel and coordinate efforts with the Planning Department and Engineering Division to facilitate this development.
- Staff has scheduled work to effect repairs to the Automated Weather Observation Station (AWOS) at the airport. Repairs will be conducted in concert with a planned quarterly inspection of the AWOS to save on mobilization costs.
- Staff has issued a Notice to Airmen (NOTAM) that self-serve fuel is temporarily unavailable at the airport.
- Staff is working to design and construct an airport information sign to be placed at the main entrance of the airport. The sign will provide basic aeronautical information about the facility and will include staff contact information.
- Staff is working to update the airport page of the City's website to include more information about properties available for development at both the airport and the airport business park.
- 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 prepared the documents and material for the City Commission review which were approval on November 19. Notices will be sent to the tenants in the next several weeks.

Finance/Budget/Utility Billing Services

- On-going Projects
  - Preparation for year-end audit.
- Completed Projects - Weekly
  - Processed 33 Journal Entry Batches (#5566-5573, #584-666).
  - Approved 31 Purchase Requisitions totaling \$288,255.78.
  - Issued 21 Purchase Orders totaling \$145,297.42.
  - Prepared 95 Accounts Payable checks totaling \$308,709.12 and 27 Accounts Payable EFT payments totaling \$269,224.87.
  - Processed 3,920 cash receipts totaling \$364,158.21.
  - Processed 1468 utility bill payments through ACH totaling \$92,701.43.
  - Processed and issued 6,117 utility bills with billed consumption of water of 51,158k.
  - Issued 850 past due notices on utility accounts.
  - Auto-called 144 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
  - Press Releases
    - Hand Avenue – Final Paving Phase
    - Surfside Chorus (11/23)
    - Thanksgiving Holiday Waste Collection Schedule
    - Splash Pads Closing for the Winter (December 1)
    - Recreational Centers Closing for Floor Refinishing (November 23 – December 2)
    - Bailey Riverbridge Gardens/Cassen Park Fishing Pier Partial Closure
  - Other
    - Citizen Contacts
    - Media Contacts
    - Added to and updated items in News & Announcements and other pages on the City's website.
    - CodeRED notifications for North Peninsula Water Main Upgrades
    - Attended Local Mitigation Strategy Meeting
    - Attended City Commission meeting
    - Attended Mayor's Health and Fitness Challenge Meeting
    - Attended Neighborhood Improvement Advisory Board Meeting
    - CodeRED Watermain Improvements
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

**Fire Department**

Weekly Statistics

- Fires: 2
- Fire Alarms: 7
- Hazardous: 6
- EMS: 89
- Motor Vehicle Accidents: 11
- Public Assists: 32

TOTAL CALLS: 147

- Aid provided to other agencies: 15 calls – Daytona Beach (5), Volusia County (10)
- Total staff hours provided to other agencies: 16
- # of overlapping calls: 33
- # of personnel sent with EVAC to assist with patient care during hospital transport: 1
- Total EMS patients treated: 68

Training Hours

- LEAPS 52
- NFPA 472: Hazardous Materials 56
- NFPA 1001: Firefighting 20
- NFPA 1021: Officer Training 59
- NFPA 1500: Safety/Equipment 57
- NFPA 1620: Pre-Fire Plan Inspections 5
- EMT/Paramedic 24
- TOTAL TRAINING HOURS: 273

#### Station Activities

- Updated 20 pre-fire plans
- Conducted 248 fire hydrant inspections
- Participated in Touch-a-Truck event at Ormond's Main Street Riverfest.

#### Significant Incidents

- 11/16/13, 11:50 PM: Melrose Ave. / N. US-1, Motor Vehicle Accident – One vehicle roll-over accident – driver ran off roadway and flipped onto roof – two occupants with one trauma alert – a firefighter paramedic assisted with patient care during transport to hospital.

#### Human Resources

##### Staffing Update

- Approved/Active Recruitment
  - 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. Interviews have been completed and selection is pending.
- Screening/Interviews Scheduled
  - 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. Seven (7) applicants were invited to interview on 11-07-13 and 11-08-13. Decision pending from department.
  - 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. Nineteen (19) applicants will attend interviews on 11-21-13 and 11-22-13.
  - 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.
- Background/Reference Checks
  - Leisure Services/Gymnastics – Part time Recreation Leader. A background check was conducted on a selected applicant who was not cleared for employment. Department reviewing other applicants.
  - Leisure Services/Community Events – The part time Community Events Technician position selected candidate has begun a background check and pre-employment screening.
  - Leisure Services/PAC – A candidate for the part time Custodian position has started the pre-employment screening and background check.
  - Leisure Services – Recreation Program Specialist candidate was selected and background and pre-employment screening were started on selected candidate.
  - Leisure Services/Special Populations – Part time Therapeutic Aide candidate was selected and background and pre-employment screening were started.
- Job Offers

- Leisure Services/P.A.C. – Part time Recreation Leader/Theater Tech candidate has been selected and will begin employment on 11-21-13.
- Promotions/Transfers
  - Police Department – Promotional processes for Corporal and Sergeant have been scheduled for 12-05-13 and 01-10-13.
  - Finance – An in-house candidate has been selected for the Meter Reader position. Pending results from the pre-employment screening the candidate will begin employment on 11-25-13.
- Terminations/Resignations/Retirements
  - FY Vacancy Ratio – M/E 10-30-13: .06% (excluding retirements).
  - Police Department – Police Officer effective 11-21-13.
  - Fire Department – Firefighter/Paramedic effective 11-22-13.
  - Police Department – Police Officer effective 11-30-13.
  - Police Department – Police Officer effective 11-21-13.

#### 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

- New Employee Orientation The next 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." 51% of our employees have attended training so far. Next scheduled training sessions will be held 12-11 and 12-12-13.

#### 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.
    - Backup System Upgrade – Purchasing documents prepared and ready for the 12/03/2013 Commission Meeting agenda.
    - Domain upgrade to version 2008 – new servers racked and brought online
    - WindowsXP to Windows7 implementation – test configurations are being developed with limited deployment for application testing
  - iSeries system (HTE Sungard Naviline) - None
    - Windows Servers: - None.

- Networking System: - None.
- Work Orders: - 37 New work - 46 completed - 33 in progress
- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	33,227	Inbound E-Mails Blocked	20,803
Delivered Inbound E-Mails	12,288	Quarantined Messages	136
Percentage Good Email	37.0%	Virus E-Mails Blocked	201

- Notable Events:
  - Noticeably lower volume of inbound email this week. Nearly 10,000 emails less than normal with the same volume of good email coming in to the system. Will keep watching for trends.
- Geographical Information Systems (GIS)
  - Addressing Additions: 2 Changes: 0 Corrections: 0
  - Map/Information Requests: 12
  - Information Requests from External Organizations: 2
  - CIP Related Projects (pavement management, project tracking map): 1
  - Meter GPS locate and ID: 22,502 total, completed 17,344 (77.1%) potable 16,823, Irrigation 519, Effluent 2
  - Notable Events: None.

### Leisure Services

- Administration
  - Supervisory Staff Meeting
  - Facilities Maintenance/Parks Staff Meeting
  - Assistant City Manager's Meeting
  - Meeting with Leisure Services Coordinators
  - Met with Landscape Contractor for Weekly Updates
  - Weekly Professional Janitorial Meeting
  - Park Visits
  - Riverfest
  - City Commission 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 Golden Spikes baseball/Lady Renegade softball teams continued practices this week at the Nova Fields, Softball Quad and at the Wendelstedt Fields.
  - The Ormond Beach Soccer Club's recreational and competitive teams finished up their fall season.
  - The City Youth Flag Football Program finished its season with championship games on Monday at 5:45 and 6:45 at the Sports Complex on Quad #3.
  - OBGS held a USSSA tournament at the Nova Community Park Fields this weekend.
  - Wyotech rented Quad #3 and #4 on Saturday for their annual "Turkey Bowl" flag football games from 11:30 to 5:30pm.
  - SHS Girls' and Boys' Soccer Program are currently practicing at the Sports Complex Soccer Fields. Girls' home games this week were Monday and Friday night at 5 and 7pm. Boys' played on Wednesday night at 6pm. All games are at the Sports Complex on Championship Field #7.
  - 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
  - Cleaned 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
  - 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 and rec soccer leagues practicing Monday-Friday on fields 1-6, 9 and 10. Prepped daily during the week.
  - Boys and girls rec leagues are practicing and playing games on the Quads. Prepped daily for games and practices.
  - Flag football games have started using Quad #3 and baseball #4 outfields. Repainting fields weekly.
  - Prepared fields for rec soccer on Saturday. Prepped daily during the week.
  - Fields used Saturday and Sunday for competitive soccer. Prepped during the week.
  - Soccer field #1 being used for adult league on Sunday.
  - Seabreeze and Riverbend high schools have started practice and games on soccer field 5-8. Painted weekly and prepped daily.
  - All soccer fields repainted weekly.
  - OBGS practice and games at both Nova and field #4 at the Sports Complex. Drag and prep daily.
  - Delivered bleachers to The Casements for Riverfest.
  - Hosted men's Freedom softball tournament on Saturday. Prepped Friday and marked Saturday morning.
  
- 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
  
- 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.
    - Tuesday: Show Club and CMT held regular classes.
    - Wednesday: Show Club and CMT held regular classes.
    - Thursday: Show Club and CMT held regular classes.
    - Friday: CMT held regular classes.
  - The Performing Arts Center is preparing to host the following event:
    - Lilla Arts presents film premier "Ballroom Confidential," Thursday, 7:30pm to 9:00pm
    - Surfside Chorus presents "Diamond Jubilee of Harmony," Saturday, 7:00pm 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
  - MLK Prayer Breakfast Planning Meeting Tuesday 6:00pm
  
- Community Events
  - Weekly administrative tasks, office work, meetings and activities
  - Attended staff meeting
  - Attended MGT 404 Training Seminar on 11/20 and 11/21 at the Daytona Tours Building
  - Processing Home for the Holidays Parade applications and sponsorships
  - Distributed flyers for Santa on the Go and Letters To Santa
  - Preliminary planning activities for the following upcoming events:
    - Holiday Concert
    - Santa on the Go, Letters to Santa, Santa Calling
    - Home for the Holidays Parade
    - Breakfast with Santa
  
- Gymnastics
  - The Gymnastics Center was closed this week due to staff injury.
  
- 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.
  - 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.
  - The Basketball Training League will continue to meet for its "Learn the Basics of Basketball" program on Mondays and Wednesdays.
  - Girls Training and Skills Assessment took place on Monday and Tuesday from 6:00-8:00pm.
  
- 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 10-11:30am.
  - Riverfest was held in Rockefeller Gardens and Fortunato Park on Saturday and Sunday.
  - The Seaside Herb Society met in Bailey Riverbridge on Saturday morning.
  - The Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.
  - The Talaquah Homeowners meeting was held in Bailey Riverbridge on Monday evening.
  - Mainland High School's ROTC began holiday decorating outside The Casements on Wednesday afternoon.
  - The Guild Crafters met in Room 203 on Thursday afternoon.

- Parks Maintenance
  - Installed address numbers in three areas at Andy Romano Beachfront Park
  - Installed new recycled bench at the PAC
  - Installed new barrier fencing at Central Park I
  - Installed "Watch Your Step" signage at Birthplace of Speed Park
  - Installed refurbished memorial bench at the Magic Forest
  - Installed new bronze plaque at Andy Romano Beachfront Park
  - Installed cigarette snuffing station at the PAC
  - Took delivery of new trash receptacles and benches for Andy Romano Beachfront Park
  - Assisted with Wellness Fair set up
  - Replaced damaged American flag at Riviera Park
  - Citywide safety inspections of parks and equipment
  - Weekly inspections of park facilities for reservations
  - Call Out = Broken flag light at Riviera Park
  - Call Out = Running water at Nova Community Center
  - Call Out = Repair water cooler at Cassen Park
  
- 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 and City Hall
  - Weekly inspection of Andy Romano and SONC splash pads
  - Performing preventative maintenance on 20 air conditioning systems Citywide
  - Final check on dishwasher; repaired at Fire Station 91
  - Checked on ice machine; repaired at Fire Station 91
  - Repaired door lock system at Building Inspections at City Hall
  - Repaired remote transmitter for Storm Water Section
  - Attempted to clean up water spill at HR
  - Met with chemical rep for possible replenishment of supplies at Building Maintenance
  - Flew Fallen Officer flag at Police Station
  - Dug trench for new disconnect at Public Works
  - Assisted contractor with re-wiring A/C unit
  - Composed three months of duty rosters at Building Maintenance
  - Removed floor-drying machine from HR and return it to Chambers
  - Attended SDS training with Risk Manager at Public Works Training Room
  - Retrieved Fallen Officer flag from flagpole at Police Station
  - Assisted contractor with R & R installation of new A/C system at Softball Quad
  - Escorted contractor for bid on A/C system in plaza foyer of Chambers
  - Reset the pump timer at splash pad at SONC
  - Repair water cooler Cassen Park
  - Checked leak men's bathroom at Public Works
  - Prepped snowflakes for holiday decorations
  - Set up generator for power outage at Nova
  - Repaired receptacle at The Casements
  - Checked power for Riverfest
  - Installed LED high bay light for Fleet
  - Repaired five lights in Fleet
  - Repaired receptacle at Fire Station 94
  - Repaired decorative lights on Washington Street
  - Installed bronze plaque at Andy Romano Beachfront Park

- Replaced garage door at Police Department
- Repaired garage door at Fleet
- Met contractor for pest control at soccer concessions
- Made prints for the power grid at City Hall
- Repaired garage door at Gymnastics Center
- Removed knee wall and relocated power in maintenance shed at Nova
- Reset A/C at Nova Gym
- Ran electric service for garbage disposal at Bailey Riverbridge

### **Police Department**

#### Administrative Services

- Conducted police officer applicant/candidate interviews.
- Attended a Regional Workshop Group meeting in Orlando to discuss Terminal Agency Coordinator issues.
- Attended monthly Volusia and Flagler Police Chiefs meeting.

#### Community Outreach

- The last week for "Tutors R Us" began on Monday, November 18. The program will conclude the fall semester on Thursday. Classes will resume after the winter holiday in early February 2014.
- "Science on Patrol" at Ormond Beach Elementary School is on break this week. Class will resume for the final session on December 5<sup>th</sup>.
- Preparations for PAL Basketball Season are beginning. Team try outs will be in December.
- Preparations are beginning for the annual holiday party to be held at the South Ormond Neighborhood Center on Wednesday, December 18<sup>th</sup> from 5:30 to 8:30 PM. Members of the PAL team, Police Department and Leisure Services staff will attend the Margarita Ball and serve as hosts for the evening on December 22<sup>nd</sup>. The Margarita Society donates toys to OBPAL for the Holiday Party each year. Toy pick up will be Sunday November 24<sup>th</sup>.
- Over thirty toys were donated to OBPAL by the National Association of Active and Retired Federal Employees. The toys will be given to at-risk youths during the OBPAL Annual Holiday Party.

#### Community Services & Animal Control

- Animal Calls: 55
- Animal Report: 7
- Animal Bites: 2
- Animals to Humane Society: 3 (all cats)
- Trap, Neuter and Return (TNR) program: 2
- Wildlife: 1

#### Criminal Investigations

- Cases Assigned: 18
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 10
- Inactive: 10
- Fraud: 5
- Burglary Business: 0
- Burglary Residential: 2
- Larceny Carbreak: 9
- Grand Theft: 3
- Auto Theft: 1
- Offense Against Family/DCF Reports: 0

- Missing Persons: 0
- Recovered Missing Persons: 0
- Sex Offense/Rape: 1
- Robbery: 0
- Assaults: 0
- Police Information: 1
- Suspicious Incident: 2

#### Narcotics

- Two Knock and Talks
- One Buy Walk
- One Search Warrant

#### Comments:

- Burglary: A residence on Benjamin Dr. was burglarized and a known suspect pawned some of the stolen property. The property has been recovered and charges have been filed.

#### Records

- Walk - Ins / Window 66
- Phone Calls 73
- Arrest /Notice To Appear 18
- Citations Issued 222
- Citations Entered 122
- Reports Generated 124
- Reports Entered 123
- Mail / Faxes / Request 12

#### Patrol

- Total Calls 1,797
- Total Traffic Stops 238

#### Operations

##### Crime Opportunity Report Forms: 73

- 11/13/2013
  - Carbreak, 90 South Ridgewood Avenue. Vehicle window was broken out and purse taken
  - Shoplifting Arrest, 1521 West Granada Boulevard (Walmart). Suspect detained by Loss Prevention for attempting to take misdemeanor amount of clothes.
  - Grand Theft, 228 North Beach Street. Jewelry missing from the home.
  - Probation Arrest, 170 West Granada Boulevard, suspect turned himself in at Police station.
- 11/14/2013
  - Warrant Arrest, 80 Loyola Drive. Ormond Beach Detectives were on scene regarding an investigation. An adult male was found to have a warrant.
  - Narcotics Arrest, 295 South Yonge Street. A local transient, who was highly intoxicated, reported that he was robbed and then battered by unknown suspect(s). A witness to the events was interviewed and the incidents as reported were determined to be unfounded. The transient was subsequently placed under arrest for Possession of Oxycodone and Possession of Marijuana under 20 grams.
- 11/15/2013
  - Stolen Vehicle, 103 Colina Place, a truck was broken into and a vehicle was stolen from the driveway.
  - Carbreak, 1 South Old Kings Road. Window broken out and purse taken.

- Battery-Domestic Violence, 35 Tomoka Meadows Boulevard, Ex-boyfriend/girlfriend involved in a physical altercation. Ex-girlfriend advised she was punched in the mouth. She had injuries consistent with the allegation. Ex-boyfriend arrested.
- Carbreak, 283 Bayridge Court. Homeowner advised a suspect entered his vehicle and stole a DVD player. The suspect then attempted to gain entry to the residence but the homeowner scared the suspect off.
- 11/16/2013
  - Warrant Arrest, 207 Midway Avenue. Suspect arrested.
  - Warrant Arrest, 483 Pinewood Street. Suspect arrested
- 11/17/2013
  - Shoplifting Arrest, 1521 West Granada Boulevard (Wal Mart), suspect arrested.
  - Stolen Vehicle, 131 East Lindenwood Circle, officers responded to a report of a stolen vehicle. The vehicle was subsequently found/recovered during their investigation.
  - Burglary (Residential), 466 Cedar Street, forced entry to a bedroom window; Suspect is known.
- 11/18/2013
  - Warrant Arrest, 1628 West Granada Boulevard. During a traffic stop an adult male was found to have an open warrant.
  - Shoplifting Arrest, 1521 West Granada Boulevard (Wal Mart). A male and female attempted to take items from Wal Mart. Female fled in a vehicle and was not located. Male was arrested.
  - Burglary (Residential), 1515 San Marco Dr #202, medication stolen.
  - Battery-Domestic Violence, 1567 North US 1 (Econo Inn), suspect arrested.
  - Battery-Domestic Violence, 72 Coquina Ridge Way, suspect arrested.
- 11/19/2013
  - Carbreak, 37 Parkview Lane. Unlocked vehicle. iPod taken from glove box.
  - Burglary (Residential), 24 Old Macon Drive. Forced entry through rear sliding door. \$1,100 in jewelry taken.
  - Carbreak, 36 Lake Park Circle. Forced entry. Unmarked Police vehicle. Body armor taken from trunk.
  - Carbreak, 601 South Orchard Avenue. No forced entry. Two vehicles involved. CD's taken from one, nothing from the other.
  - Carbreak, 510 Harbour Lights Drive. Unlocked vehicle was ransacked.
  - Carbreak, 29 Arrowhead Circle. Unlocked vehicle entered.
  - Carbreak, 520 Harbour Lights Drive. Vehicle was unsecure. Global Positioning System and \$8 in change taken.
  - Battery-Domestic Violence, 62 South Orchard Street #C, suspect arrested.
  - Burglary (Residential), 711 Orchard Avenue, homeowner woke up and found two subjects attempting to break into the rear of his residence. Suspects fled when they observed the homeowner.

#### Traffic Unit

- DUI Arrest, SR40/Orchard Street. Westbound vehicle turned left into an oncoming eastbound vehicle, and then fled the area. Witness followed vehicle to an address in Daytona where officers made contact. Violator was arrested for felony hit & run as well as DUI after investigation.
- Crash w/ Injury, SR A1A/Harvard Drive. Southbound vehicle rear ended another, causing major damage. One driver sent to hospital to be checked. One southbound lane blocked for about 30 minutes. At-fault driver cited.
- Stealth Stat deployed at 30 BLK Wilmette Avenue in response to a complaint. 5.5 days / 10924 vehicles / average speed 22.8 MPH.
- Assisted NID with parking violations in Castlegate. Two tow warnings issued.
- "Click it or Ticket" campaign initiated.

- Traffic Citations 165
- Parking Citations 0
- Crash - No Inj. 8
- Crash - Injury 4
- Crash - Fatal 0
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
  - 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: 4 Cases Initiated
- Zone 2: 2 Cases initiated
- Zone 3: 2 Cases initiated
- Zone 4: 4 Case initiated
- 4 signs have either been removed or sign cases created.
- 13 tree removal permit requests.
- Administrative staff assisted with forty-three (43) telephonic inquiries.

Zone 2

- 1) 9 King Edward Drive – Received a complaint regarding the overall conditions of this property. As of November 18<sup>th</sup>, the trailer and Jet Ski are no longer on site. Last week, two notices of violation were issued for the site maintenance and visible solid waste containers. NID is waiting for good service on the notices. As of this morning there was no outside storage observed.

Zone 3

- 2) 3 Dorado Beach Court – A complaint was filed with the city regarding the condition of the property. The back yard is enclosed with the fence so NID cannot access the back yard. The owner and the bank have been notified of the need to correct the violation. The HOA and neighbors have been advised to discontinue maintenance of the property so that NID can pursue enforcement as needed. Re-inspection reveals that the fence has been secured with a chain and lock. NID has no access to inspect. NID will determine what the next appropriate step will be to get the violation corrected.
- 3) 19 Iroquois Trail – Received a complaint that this property appears to be vacant and is extremely overgrown. This is a foreclosure property. NID is working with the bank to correct the code violations. Staff has not received cooperation from the bank as of yet. NID may take steps to have the site cleaned by the city's lot cleaning contractor in order to eliminate the immediate problem.

## **Public Works**

- **Engineering**

- **Construction Projects:**

- **Tymber Creek Phase I** – The final watermain offset was completed. Approximately 90% of the City's utility relocation work has been completed on the project.
- **John Anderson Drive** – The new 16-inch force main 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. Roadwork widening on N. Halifax Drive at John Anderson Drive has begun. 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 12<sup>th</sup> at The Casements.
- **Hand Avenue** – The final asphalt lift was installed and **the road is now open**. The contractor will be completing minor punchlist items and as-builts prior to project being completed.
- **2-inch Water Main Replacement – Mainland** – BACT sampling was taken for Buena Vista Ave, Cordova Ave, Plaza Grande and S. Beach St. and Forest Court. The directional drilling of the new watermain was completed along Mayfield Terrace. Met with contractor on Lucerne Circle to discuss modifications needed to install the new watermain. Work is anticipated to begin on Lucerne Cir and Mayfield Ter on November 21, but the contractor will clean up the work sites by the end of Tuesday before Thanksgiving and will not return until the following week to resume construction activities. Staff also met with residents on Carrington Lane to discuss their water quality issues and perform soft digs to verify the existing watermain pipe size and material as some field modification may be necessary to maximize the benefits to the residents and minimize the cost of the improvements in that area.
- **2-Inch Waterline Replacement – North Peninsula** - Clearance has been issued by the Volusia County Public Health Unit for all cul-de-sacs on Aqua Vista. Riverbreeze Drive and Plaza Drive have been pressure tested, disinfected, and have successful bacteriological testing. Main line work has been installed on the cul-de-sacs off of Ann Rustin, as well as Royal Dunes Circle and Royal Dunes Drive. Work began on Fairway Drive the week of November 11, 2013.
- **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 water 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** – Roadwork restoration is underway on Hammock Lane and the road is expected to be opened the week of Thanksgiving. Work offroad is underway for Division Avenue with clearing and excavation of the proposed channel interconnect. Work on Division Avenue will commence once Hammock Lane and Hand Avenue are opened to traffic.
- **Cassen Fishing Pier and Guardrails Under Bridge** – The work is scheduled to begin on Monday, November 25<sup>th</sup>.
- **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.
- **Downtown Underground Utilities Conversion** - The next bi-weekly progress meeting is scheduled for 12/11/2013. The contractor is continuing work with the installation of conduit in Phase 2 and has progressed into Phase 3; Phase 2 as-builts have been submitted to FPL for review. FPL conducted a walk through with the City, contractor, and

- surveyor to discuss layout of the conduit, transformers, and other features in Phase 4 on Thursday, November 14, 2013; the contractor has currently moved into Phase 3 for installation of primary conduit. The final shut down of power for power switch over 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. Primary shutdown and switchover of power to Phase 2, including City Hall, is tentatively scheduled for Saturday, November 23, 2013.
- Downtown Median Landscaping – The palms are scheduled to be cut open and pruned during the evening of November 26<sup>th</sup>. The bulbouts will also be irrigated and planted on the same evening. The lights will be turned on November 27<sup>th</sup>, completing the project.
  - 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, FDOT, and City which is anticipated the week of December 5, 2013.
  - 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.
  - Oleander Bus Stop – Votran is supplying and installing the shelter for the City. The plans are currently being reviewed by the Building Department for permit to construct the shelter in the FDOT Right of Way.

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 – City staff has received community input from the meeting held October 29, and recently toured the completed modification of the Port Orange skate park renovations
- 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 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 is continuing to survey the project area, and when completed, they will provide the survey to Zev Cohen and Associates; 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 – As the construction plans and bidding documents are being submitted for bidding disposition to be presented to the Commission on November 19, the environmental resource permit modification application to the St Johns River Water Management District is being processed simultaneously to compress the schedule by approximately six weeks, with anticipation to have contracts executed and ready for construction by March of 2014.

- 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 received a final installation agreement from FPL for the hardening project for the conversion of West Tower Circle. Staff is preparing an agenda item placing this agreement and final invoice for the January 7, 2014, City Commission meeting. Construction has been scheduled and is anticipated to commence Mid February / Early March.
- Granada Medians (West of I-95) – The plans have been submitted to the FDOT for permit. Staff will schedule a meeting with the HOA's to present the proposed design.
- 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 - Quotes have been obtained from several vendors to either remove and replace the bleachers or refurbish the existing bleachers. The existing bleachers have an excellent understructure and refurbishment, which would include refinishing of the wood and modernization of the hand rails and addition of walking aisles, would actually be less costly than direct replacement of the bleachers, thus leaving additional funding to install motorization of the telescoping bleachers. Staff is reviewing all the options to determine the best benefit to the SONC.
- 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 to start the design.
- 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.
- 2-Inch Watermain Replacement Phase 2- Staff met to discuss the list of priority streets in need of watermain replacement. Staff is working on completing the breakdown of the streets into areas as before on the north and south peninsula and the mainland area of the city and is preparing scope of work for proposals from consulting engineers.
- Reforestation Street Tree Planting – The plans are being finalized for Commission Review and bidding.
- Downtown Streetscape Planting (Orchard to A1A) – Staff is working to secure easements required to install medjool palms behind the existing sidewalk after the overhead utilities are removed. A landscape plan is being prepared for FDOT review.
- CDBG ADA Parking Improvements – Staff is preparing plans and bid packages for County review.

Administration/Meetings/Customer Service/Other:

- 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).
- Street Condition Inventory- Staff completed the field survey of the citywide streets asphalt pavement condition. That data will now be inputted into the City's pavement management software so scenarios can be ran for annual resurfacing candidates and five year capital outlay.
- Researched and created sketch and legal description for proposed SJRWMD Mitigation Area.
- Modified and plotted the planting plan set and irrigation plan set for the West Granada Median Landscaping project.
- Created permit drawing set for Anchor Dr watermain extension project per Utilities Div request.
- Researched and provided wetland location and restriction information at 2411 Arabian Trl per resident request.
- Provided information supporting documents for proposed SWMP at 821 N Beach St per consultant request.
- Completed depth elevation survey along new Central Park Canals for the Central Park Lake Interconnect Project.
- Completed elevation shots at 1 St Marks Cir.
- Completed 30' sight triangle stakeout at 125 Ponce De Leon Dr per NID request.
- Delivered construction notices to the residences along Cumberland Ave, Greenwood Ave and Greenwood Cir for the upcoming 2" watermain replacement.
- Researched right-of-way maintenance responsibilities and location @ Northbrook Village per Street Div request.
- Researched and provided OBSC lift station as-built copies to Utilities Div per request.
- Environment Management
  - Street Maintenance
    - Asphalt / Concrete
      - Poured concrete sidewalk for Stormwater at 735 Fleming Ave.
      - Installed lights on plastic barricades at the Public Works Complex
      - Cleaned up shop area in Streets Department at Public Works Complex
      - Dug out and formed 30' of gutter on Hammock Ln.
      - Poured a concrete gutter, pulled forms & backfilled on Hammock Ln.
      - Pulled forms & backfilled on SR40, west of I-95
    - Tree Crew
      - Trimmed & cleaned up at City yards and City Hall (including Corbin St. parking lot at school)
      - Trimmed at various bus stop benches
      - Maintenance and tree inspection citywide
      - Hauled debris to Nova/Transfer Station
      - Maintenance of tools at Public Works Saw Shop
      - Cleaned various citywide ROW (Right-of-Way) locations
      - Removed trees at Coolidge & Division, at Talaquah & Nova, and at 87 Seton Trl.
      - Trimmed trees on S. Halifax, on Fred Gamble Way, on Lorillard, on Wildcat Ln., and on Domicilio
      - Cleaned up trees and brush at Central Park II
    - 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
- Cut and painted new wooden barricades at Public Works Complex
- Trimmed trees at Division, between Old Kings & Center and other various City ROW locations
- Assisted the concrete crew on Hammock Ln.
- Trimmed for view of a stop sign at Palmetto, on the beachside

#### Sign Shop

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

- 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
- Performing Arts Center, had a meeting about sign for park
- Sign Shop, did parade sign inventory
- Cassen Park, straightened signs
- Neptune Ave., checked signs

#### Stormwater Maintenance

##### Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Jamestown Dr. – Cut road and removed asphalt
- Amsden Dr., from N. Halifax to Oceanshore – took a video with TV truck
- Division Ave. & Nova Recreation – measured depths of ponds with boat
- Took boat to Aloha Marine for repairs
- Zone 1, 2, 3 & trouble spots – cleaned basins
- Wastewater Treatment Plant – patched a leaking tank
- Lincoln Ave. & N. Beach St – sinkhole inspection (pipe had rotted) – on list for replacement
- Nova Recreation – attended Health Fair

##### Vactor

- Cleaned out and repaired basins – FDOT (Florida Department of Transportation) ponds and City ponds

##### Mowing

- Reachout Mowing – N. US1, and on SR40
- Slope Mower – Northbrook ditch, Hammock Ln, and FDOT ponds on SR40
- Brush Hog – N. US1

##### Street Sweeping/Streetsweeper

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

- Fleet

Mileage Traveled by all City Departments for the week

29,976

PM Services completed for the week:

Emergency—Vehicles and Equipment

7

Non-Emergency Vehicles and Equipment

12

Road Calls for the week:

1

Quick Fleet Facts:

- Fleet has 14,513 gallons of unleaded and 5,137 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,376 gallons of unleaded and 873 gallons of diesel.
- Fleet completed 40 work orders this week.

• Utilities

- Backflow Prevention Device Testing, Certification and Repair Services – Prepared draft bid documents for review.
- Carousel Grit Removal – Purchase order authorized and forwarded to vendor. Currently scheduling vendor performance of cleaning services.
- Concentrate Piping Connection to Reuse Storage Tank – Project is currently advertised for bid w/ pre-bid meeting scheduled December 4<sup>th</sup>.
- Division Avenue Well Field Raw Water Piping – Project is being designed by McKim and Creed.
- Cross Connection Control (CCC) Program Management Services – agenda packet is being prepared for review of scope by CC scheduled for January 2014 meeting. Draft specifications are being reviewed.
- Dual Check Valve Assembly Installation and Procurement Services – Prepared draft bid documents for review.
- 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 – Priority 1 project under construction. Staff refining scope of work for Priority 2 project for receipt of proposals from selected design firms.
- Ormond Beach Wastewater Plant Operating Permit Renewal – Proposal from consultant is being reviewed.
- 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 is being checked/ repaired by motor shop.
- Ormond Beach Wastewater Treatment Plant Expansion – Purchase order for installing valves compatible with existing actuator components was prepared and is in the approval process.
- John Anderson Drive Project –The force main tie in at Amsden Dr. is completed. Evaluating costs for Lift Station 6P piping revisions.
- Rima Wells Auxiliary Power Generator – Project is under design. Electrical schematics for 75% design were received for review. A day tank from the same manufacturer was selected to replace the existing day tank and is included in the design. Additional building enclosure modifications are suggested by mechanical designer for exhaust considerations. A layout of the proposed floor plan was requested.
- Saddler's Run Lift Station Rehabilitation – Consultant received the base map for the force main system in GIS format. Information was requested for the Pathways school lift station.
- Sanitary Sewer Pipeline Repair – Project award authorized at November 19 City Commission Meeting.
- 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 – Notice to proceed will be issued for January 6, 2014.
- Tymber Creek Road Phase 1 Utility Relocation Project – Relocated fire hydrant at Moss Point and the south side of SR 40. The utility offset remains to be constructed north of Peruvian Lane. Southbound lane closed - traffic is diverted to a temporary lane.

- US 1 Resurfacing from Hernandez to Nova – The conflict between the guard rail to be relocated at Mile Post (MP) 6.94 and the water main was resolved. FDOT installed the new guard rail without the need to relocate the water main.
- Water Storage Tank Cleaning and Inspection – The vendor is preparing a schedule for beginning the cleaning early next year.
- Well 18SR Motor Replacement – Preparing FDOT Utility Application for work to be performed. Work will need to be performed between 7PM and 7AM. Performing work without closing the lane is being investigated to avoid the night time closure.
- SPRC - OBSC Field House –Obtained building plans for water and sewer connection. Received plumbing plan and lift station as-builts for sizing and locating water and sewer connections. The Field House plans showed no water or sewer service. Discussions are on-going concerning adding these amenities. RV/Trailer Storage – Reviewed plans. SR Perrott– Signature information was provided for official easement documents. Water main was raised to avoid conflict with sanitary sewer on east side of US 1. Tomoka Christian Church – Video reveals flow line variances in City portion of newly constructed sanitary sewer – DVDs are being provided for review by staff. 1298 W. Granada – Met with engineer to review project concept.
- Water Distribution
  - Replaced 7 water services due to age of piping and/ or low pressure
  - Repaired/replaced 16 meter boxes
  - Replaced 6 broken/unreadable water meters
  - Responded to or repaired 13 water service leaks
  - Installed 3 new water service connections at residential properties
  - Responded to 1 low water pressure and 1 discolored water complaints
  - Performed testing on 3 city owned backflow preventers, installed 2 residential dual check valves on 1 water service due to thermal expansion
  - Assisted 7 customers with misc. water issues (i.e. stiff valves, leaks in homes, etc.)
  - Performed valve maintenance - exercise on 22 valves due to water main breaks and scheduled water main shut downs.
  - Watermain Repairs: 2-2" GSP Oak Dr, 2" Seton Trail, 2" Espanola Ave, 6" 135 Ocean Shore Blvd
  - Repaired bell joint leak 12" auxiliary raw water main at the corner of Gene Daniels Rd and Tram Rd (Rima Ridge Well Field)
  - Performed flushing in the following areas: Hand Ave, Tropical Ln, Pine Trl, Lake Park Cr, Harbour Lights Dr, Hickory Hills Dr, Tymber Creek Rd, Banyan Dr, Park Ridge, Moss Point & Charleston Square Subdivisions
  - Assisted plumber fire line repair @1275 Ocean Shore Blvd w/ shut down
  - Assisted plumber repair with water service leak at the Ormond Garage
  - Repaired a water main blow-off in Ashford Lakes
  - Installed a temporary connection on the 2" water main on Riverbreeze Dr
  - Performed water main shut downs - Tymber Creek Dr @ Moss Point Dr & SR 40 for contractor fire hydrant relocation due to road construction project
  - Performed 3 water main shut downs - N. Halifax Dr & John Anderson Dr for contractor relocation of the water main for future storm drain installation
  - Performed water main shut down - N. US1 Hwy & Business Center Dr to adjust the water main for sewer installation by contractor for SR Perrot
  - Delivered water meters/ parts to Thad Construction to make water service connection in the cul-de-sac's on Aqua Vista Dr
  - Rescinded the boil water notices on Ocean Shore Blvd, Moss Point Dr, S.R. 40, N. Halifax Dr, Riverbreeze Dr, and Plaza Dr
  - Excavation repairs were completed at Tomoka Ave, Oak Dr
  - Utility locate service for water/wastewater/reuse: received notice of 114 regular and 7 emergency utility locates for the previous week. Continued ongoing utility location

activities for Tymber Creek Rd, John Anderson Dr, Granada Blvd UG Electric and 2" GIP Main Replacement Projects.

- Water Treatment
  - Delivered to the City 35.563 million gallons for week ending Nov. 17, 2013 (5.080 MGD)
  - Backwashed 8 filters for a total of 357,000 gallons backwash water.
  - Produced and hauled 81 wet tons of dewatered sludge.
  - Operated north & south plant generators for routine PM.
  - Sampled, tested and cleared one boil water notice.
  - All staff attended Global Harmonization Training.
  
- Wastewater Treatment
  - Domestic and Industrial Wastewater flow was 27.33 Million Gallons.
  - Produced 23.07 Million Gallons of Reuse.
  - Produced 4.26 Million Gallons of Surface Water Discharge.
  - Influent flows average for week @ 3.90 MGD, plant designed for 8 MGD.
  - Hauled tons of sludge 104.11 (14%-18% Solids).
  
- Wastewater Collection – Reuse
  - Crews responded to five trouble calls Breakaway/Hunters Ridge PEP System service area and four in town.
  - Televised 12, cleaned 5 & root inhibitor applied on 4 sewer laterals.
  - Repaired cleanouts: 275 Jefferson St., 188 Fairway Dr. and 265 Rosewood Ave.
  - Assisted Water Distribution crews (vactor) with service break at 240 Oak Dr.
  - Assisted Stormwater crews televising drainage piping on Amsden Rd from N. Halifax Dr. to Ocean Shore Blvd.
  - Repaired 1" reuse service at 219 Royal Dunes Blvd.
  - Adjusted 6" clean out and reuse valve box at 131 Briargate Look.
  - Checked force main pressure on Ocean Shore Blvd.: Spanish Waters @ 12 psi, Ocean Mist Hotel @ 10 psi, Ormond Mall @ 8 psi.
  - Repaired 1" reuse service at 129 Briargate Look.
  - Installed new sewer box 38 Foxfield Look.
  - Located two inch blow off at 92 Westland Run, cleaned and installed pressure gauge.
  - Low pressure sewer gauge readings: Westland Run (2 inch) 19/18 psi, Foxhunters Flat (2 inch) 18/18 psi & Shadow Creek Blvd. (4 inch) 4/3 psi.
  
- Utilities Maintenance Division  
Wastewater Plant – Lift Stations
  - Poly Blend #2 – metering pump not operational – cleaned wet end of pump – returned to service.
  - Shadow Crossing Reuse – monitor system pressure – collecting data to improve pump setup.
  - Dewatering pumps – low voltage fault – reset VFD's – all ok.
  - Fermentation submersible mixer #3 – installed new inventory to replace unit being repaired.
  - SCADA monitor/response – CYP lift station – both pumps running together – probe sensitivity out of adjustment – adjusted controller- system operation normal - continue to monitor.
  - 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; .
  - Monthly PM's: Screw pumps #1, #2, #3; Swing zone blowers #1, #2; Carrousel surface aerators #1N, #1S, #2N, #2S; Decant pump; Sand filters #1, #2, #3; Effluent Transfer pumps #1, #2, #3.

- Quarterly PM's: Influent odor control.
- Semi Annual PM's: Carousel surface aerators. #1N, #1S, #2N, #2S.
- Annual PM's: Clarifier #3.
- Lift station PM's: 32 monthly and 6 annual performed.
- Plant PM's: 12 weekly performed
- Plant wide oil & grease route
- 88 work orders completed and closed for this section for this week.
- 16 general plant maintenance tasks
- 3 unscheduled plant repairs
- 1 unscheduled lift station repairs

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

- Temp. crews completed removal of vegetation of Plant perimeter fence.
  - Well 18SR – motor overloads tripped - identified pump motor malfunction – replacement required.
  - Scrubber Blower #1 – replaced worn drive belts.
  - High Service Pump Bldg - obtaining bids from painting contractors for painting the 24 inch diameter pit piping to inhibit corrosion
  - Chlorine storage tank blower – installed expansion coupling – normal ops
  - Claricones – repaired 2" carbon dioxide feed line.
  - R.O. Transfer pumps – repaired leaks on air release valves #1, #2.
  - Lime softening clear well – level transducer not functioning – replaced unit and returned to normal operation; VFD #1 – not functioning – air conditioning breaker tripped – reset breaker for air conditioning – VFD returned to normal operation- will continue to monitor cabinet air conditioning – remote keypad on cabinet front not working - replaced keypad – all ok.
- Wastewater Collection/ Treatment/ Disposal Regulatory Activities
    - Pretreatment Effluent Pumping System (PEP) Brochures: Staff revising current PEP System brochure to reflect current policies and procedures.
    - Annual Reuse Report: Staff gathering the necessary data to complete the report to the FDEP and St. Johns River WMD. The report summarizes the annual amount of land applied reuse and surface water discharges to the Halifax River from the City's Wastewater Treatment Facility.
    - Waste Water Treatment Facility: In accordance with the City's WWTF permit (FL0020532), City may request a reduction in the frequency of the bioassay analysis from quarterly to semiannually. The requirement is four consecutive quarterly compliant bioassay analyses, which has been achieved. Staff compiling the analysis results for forwarding to FDEP.
    - Quarterly Ground Water Monitoring for WWTP Permit: Staff reviewed the data submitted from the City's contract laboratory of the quarterly ground water monitoring required by FDEP under the reuse portion of the City's WWTP permit. The review indicated the results were all within the compliance of the permit and the quarterly report may now be produced.
  - 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.
    - City Public Water System Inspection Report: Volusia County Health Department staff performed the semi-annual inspection of the City's Water Treatment Plant (WTP) on

October 11, 2013. Staff prepared and forwarded responses for described and performed corrective actions to 6 minor deficiencies noted on the inspection report to VCHD as required.

**Support Services/City Clerk**

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

- City Clerk attended weekly City Manager Staff Meeting
- Staff attended and provided support for the November 19, 2013, City Commission Meeting
- Staff attended and provided support for the November 21, 2013, Public Works Advisory Board
- Staff attended and provided support for the November 21, 2013, Neighborhood Improvement Advisory Board
- Agenda packet preparation and creation for the December 3, 2013, City Commission Meeting

**Status of Department Projects**

- Audience Polling System
  - Project Status: Currently testing system and preparing to schedule user training
- Records Management System Upgrade
  - Project Status:
    - Continuing to review file conversion and correct any defective file conversions