

City of Ormond Beach Memorandum

To: Honorable Mayor Kelley and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: December 13, 2013

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

City Manager

Reviewed and prepared with staff as follows:

- Weekly meetings with City Attorney, Police Chief,
- Quarterly staff meeting with directors and managers
- Itinerant vendor discussion with Assistant City Manager, City Attorney and Planning Director
- Monthly meeting with Public Works operations staff

Spoke to, attended and/or met with:

- Rotary meeting
- United Way Board meeting
- Phone call to Jamie Seaman, County Attorney's office, regarding US1 corridor standards
- French Consulate presentation of French Legion of Honor medal to French war veterans
- Overview of audience polling system
- Worked on ICMA Job Hunting Task Force project, held conference call with ICMA Job Hunting Task Force
- Commissioner Stowers, various topics
- Meeting with Jeff Blass on municipal leasing
- Team Volusia Board meeting

Community Development

- Planning Services
 - The Department was **awarded from the Suncoast Chapter of the Florida Planning and Zoning Association an award for its Low Impact Development Ordinance and Manual.** The award won in the Outstanding Sustainability Initiative category. Laureen Kornell, Senior Planner and Shawn Finley, PE were in attendance to accept the award at the Sun coast Chapter's Annual Gala and Awards dinner at Venetian Bay.
 - The Planning Director and staff met with Volusia County representatives regarding the quick take of property on Tymber Creek Road and the impacts such taking may have on the remainder. The Planning Director was alerted to depositions in January regarding the development of the land under the codes at the time of the taking which was November 24, 2010.
 - The Planning Director met with the Economic Director to discuss possible incentives that would induce Dr. Batniji's project (Woody's) to move closer to the right-of-way as required by the form based code for downtown. The building permit for the project will expire and due to the structural collapse of the roof, construction in place appears to be unlikely. Businesses next door have complained about the deplorable conditions of the building and the negative impacts it is having on adjacent properties.
 - The Planning Director attended the OptionPower Training for audience polling system set up by the City Clerk's Office.

- The Planning Director met with the City Manager and City Attorney regarding the latest draft of the Itinerant Vendor Proposal.
- Staff participated in a Webinar entitled, "Municode Tips, Tricks, and How-To's for your Code online. It was presented by Steffanie Rasmussen of Municode.
- Staff attended the Planning Board meeting to hear the following advertised cases: 550 Williamson Blvd (Crowne Apartments @ Ormond Beach) land use and rezoning changes; Garden Business Center land use and zoning changes; and the Capital Improvements Element annual update.

- Building Services
 - 78 permits issued with a valuation of \$1,263,598.00
 - 302 inspections performed.
 - 16 business tax receipts issued

- Development Services:
The following SPRC activities occurred this reporting period:
 - Reviewed the Ormond Crossing's Bridge Design.
 - Received for review and comment from Volusia Sunshine Properties the Arroyo Parkway "Canopy" lot line adjustment plan.
 - Pineland Lot split was approved after CC accepted ROW dedication.
 - Special Exception for 661 South Nova Road – Curb Appeal Hardscape, LLC application received for review.

Economic Development

Economic Development

Ormond Crossings

- Staff met with Tomoka Holdings engineering staff to discuss the design and construction process for Crossings Boulevard and related utilities. Further discussions are expected in the next several weeks to resolve cost and engineering related issues.

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. Renovations of the interior of the building are underway. The estimated completion date is in late March.
- 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.

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 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.
- Staff met with a Team Volusia business prospect from Canada that is interested in a second plant in Florida. Staff had the opportunity to present to the Company

representatives the benefits of locating their business in Ormond Beach. Further visits and meetings are expected in 2014.

- Staff attended VMA's annual meeting and several companies including Germ Free and Thomas & Betts were presented with awards.

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 which is planned for mid-January.
- 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.
- Staff met with the owner of Modern Mold South who recently opened an 8,500 square injection molding facility located in Hull Pointe, which is at the corner of Hull Road and North US1.

Airport Operation and Development

- The GIS Division continues to survey and mark certain obstructions identified by the FAA. The FAA has prohibited IFR approaches to the airport at night due to obstructions within the approach paths to the airport. Staff will use the data gathered by GIS to formulate a mitigation plan for presentation to the FAA.
- Repairs to the Precision Approach Path Indicators (PAPIs) on Runway 17 have been completed following a brief interruption in service.
- Staff has been advised that the Taxiway "G" Joint Participation Agreement (JPA) between the City and the Florida Department of Transportation has been executed by FDOT. This JPA provides funding for the design phase of Taxiway "G" and general airfield electrical rehabilitations at the airport, FM# 431602-1-94-01.
- Staff is working with Flair Heating and Air Conditioning to coordinate replacement of the roof top air conditioning unit at the air traffic control tower.
- ATS Land Surveying began work this week to update the surveys and legal descriptions for certain parcels at the airport.
- Staff has issued a Notice to Airmen (NOTAM) that self-serve fuel is temporarily unavailable at the airport.
- An airport information sign is being created to be placed near the main entrance of the airport. The sign is expected to be in place before the end of the month, and 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.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Preparation for year-end audit.
- Completed Projects - Weekly
 - Processed 52 Journal Entry Batches (#5609-5630 - #870-953).
 - Approved 16 Purchase Requisitions totaling \$89,325.15.
 - Issued 20 Purchase Orders totaling \$138,458.23.

- BID#2013-14, Ormond Beach Sports Complex Roadway Improvements, Pre-bid Meeting, December 11, 2013 at 3 PM.
- RFQ#2014-04, Construction Taxiway G-Design, Opening on December 11, 2013 at 3:30 PM, received two proposals.
- Prepared 142 Accounts Payable checks totaling \$337,767.15 and 41 Accounts Payable EFT payments totaling \$522,291.07.
- Prepared 31 Payroll checks totaling \$30,724.05 and 329 Direct Deposits totaling \$404,381.83.
- Transferred IRS 941 payment of \$159,568.70.
- Processed 4,641 cash receipts totaling \$4,119,288.97.
- Processed 1,887 utility bill payments through ACH totaling \$135,142.80.
- Processed and issued 4,683 utility bills with billed consumption of water of 26,770.17k.
- Issued 880 past due notices on utility accounts.
- Auto-called 47 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - Florida Licensing on Wheels (12/16)
 - The Temptations, The Platters, The Coasters, and The Drifters Salute (1/10/14)
 - Mayor's Health and Fitness Challenge 2014
 - Road Closure of John Anderson Drive at N. Halifax Drive (until 1/6/14)
 - Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - CodeRED Notification for Royal Dunes Road Closure
 - Gifts delivered to Halifax Urban Ministries
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

Weekly Statistics

- Fires: 4
- Fire Alarms: 1
- Hazardous: 2
- EMS: 95
- Motor Vehicle Accidents: 9
- Public Assists: 36

TOTAL CALLS: 147

- Aid provided to other agencies: 15 calls – Daytona Beach (4), Holly Hill (2), Volusia County (9)
- Total staff hours provided to other agencies: 16
- # of overlapping calls: 38
- # of personnel sent with EVAC to assist with patient care during hospital transport: 5
- Total EMS patients treated: 72

Training Hours

- NFPA 1001: Firefighting 15
- NFPA 1002: New Driver/Operator 9
- NFPA 1021: Officer Training 1
- NFPA 1410: Hose Evolutions 3
- NFPA 1500: Safety/Equipment 56
- NFPA 1620: Pre-Fire Plan Inspections 14
- EMT/Paramedic 36
- TOTAL TRAINING HOURS: 134

Station Activities

- Updated 33 pre-fire plans
- Conducted 36 fire hydrant inspections
- Conducted 3 fire inspections

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.
- 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. Two (2) more interviews set for the week of 12-09-13. Decision pending from department.
 - Leisure Services/Gymnastics – Part time Recreation Leader. Interview scheduled for early December.
- Background/Reference Checks/Job Offers
 - Public Works/Utilities – Office Assistant II candidate was made a conditional offer and will start the pre-employment screening process.
 - Police Department – Seven (7) Police Officer candidates were made conditional offers and started the pre-employment screening process.
 - Fire Department/Firefighter/EMT – Two (2) Firefighter/EMT candidates were made conditional offers and started the pre-employment screening process.
 - Leisure Services/Community Events – A part time Community Events Technician candidate was selected and began employment 12-03-13.
 - Leisure Services/Special Populations – A part time Therapeutic Aide was selected and began employment on 12-03-13.
 - Leisure Services – A Recreation Program Specialist candidate was selected and will begin employment on 12-16-13.
 - Public Works/Utilities Wastewater – A Maintenance Worker II candidate was selected and will begin employment 12-16-13.
- Promotions/Transfers
 - Police Department – Promotional process for Corporal was conducted on 12-05-13. Process for Sergeant started on 12-05-13 and will finish 01-10-13.

- Terminations/Resignations/Retirements
 - FY Vacancy Ratio – M/E 11-30-13: 1.84% (excluding retirements).

Employee/City Benefits Program Update

- The National League of Cities Prescription Discount Card Program October 2013 monthly report reflects savings of \$91,005.48 for City residents in the twenty-nine months that the program has been in effect in Ormond Beach. Over 2,359 residents have utilized the program during that time.

City Events/Employee Relations Update

- New Employee Orientation - The next orientation session is scheduled for 12-19-13. 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." Fifty-one percent (51%) of our employees have attended training so far. Training sessions were held 12-11 and 12-12-13.

Risk Management Projects

- Mayor's Health & Fitness Challenge Team: Kick-off event planning; visits with Chamber Net groups.
- Leadership: Government Day planning.
- Attend webinar for Healthy Weight Florida submission; met with Grants Coordinator/PIO to prepare material.
- Attend Workers Comp mediation.

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 sent to vendor, waiting for delivery.
 - Domain upgrade to version 2008 – New Domain controllers added to the Domain, data replicated, new Domain Controllers activated as Primary.
 - WindowsXP to Windows7 implementation – Test configurations are being developed with limited deployment for application testing, Active Directory Group Policies are being developed to manage the Windows7 machines at the domain level.
 - iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 28 New work - 60 completed - 38 in progress
 - Virus Protection: - E-mail spam and virus prevention via MX-Logic service

| | | | |
|---------------------------|--------|-------------------------|-------|
| Total Inbound E-Mails | 19,120 | Inbound E-Mails Blocked | 8,896 |
| Delivered Inbound E-Mails | 10,164 | Quarantined Messages | 60 |
| Percentage Good Email | 53.2% | Virus E-Mails Blocked | 145 |

- Notable Events:

- Domain Controller project had a minor issue that prevented the PD Mobile Data Terminals from connecting to our services for a few hours. PD staff used the VCSO VPN as a backup. Changes were made to the Firewall for it to authenticate users to the new Domain Controllers successfully. Additional DNS entries were needed to resolve issues with accessing VCSO data from within the PD building. All issues resolved by 1pm on Saturday. A long evening, but much accomplished.
- IT Manager attended the Cyber Security conference at Embry Riddle hosted by the Volusia Tech Council.
- Geographical Information Systems (GIS)
 - Addressing Additions: 10 Changes: 229 Corrections: 0
 - Map/Information Requests: 15
 - Information Requests from External Organizations: 0
 - CIP Related Projects (pavement management, project tracking map): 0
 - Meter GPS locate and ID: 22,502 total, completed 17,675 (78.5%) potable 17,151, Irrigation 522, Effluent 2
 - Notable Events: Chelsea Place Subdivision annexation impacted over 200 land management record

Leisure Services

- Administration
 - Public Works Weekly Meeting
 - City Manager's Quarterly 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
 - Gymnastics Meeting
 - Movies on the Halifax
 - Home for the Holidays Parade
- Athletics
 - The Ormond Beach Shuffleboard Club continued to hold their weekly play on M, W, and F's at the Sports Complex. Play is at 1pm daily.
 - SHS Girl's and Boy's Soccer Program are practicing this week on Monday, Tuesday, and Thursday at 4 and 6pm on Soccer Field #6 at the Sports Complex.
 - The Winter Men's City Softball Program continued their games on Friday night, with games at 6:30, 7:45, and 9pm.
 - City Girls' Basketball Program meets every Monday and Wednesday night from 5:45 – 7pm through early February, minus the Holidays in December.
 - The City Basketball Training League, for 6-7 year olds, continued this week, with 1 additional week left in the program. Twenty eight (28) participants are signed up to learn the basics of basketball. This is the most participants in the past 10 years! They meet every Monday and Wednesday at 4pm. The last 2 weeks consists of putting together offense and defense for some exciting scrimmage games!
 - The OBYBA Boys' Basketball Program finished their pre-season practices and started games this week at both the Nova Gym and South Ormond Neighborhood Center Gym. Each team will play 2 games a week for the next 2 weeks, before having time off over the holidays.
 - River Bend Academy Soccer hosted a Home Game at the Sports Complex, Soccer Field #8, on Friday night at 5pm.

- The Lady Renegades Competitive Softball Program is having “spring” tryouts on Saturday on Softball Field #7 at the Sports Complex.
- Athletic Field Maintenance
 - Mowed South Ormond softball outfield.
 - Went to South Ormond Rec. to clean tennis and basketball courts.
 - Went to Osceola school to tend to the infields, tennis and handball courts.
 - Nova Park- mowed infields and outfields.
 - Cleaned Skateboard Park.
 - Cleaned hand ball 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, 3 times a week.
 - Continue mowing of the soccer fields, 1 time a week.
 - Continue mowing of the softball fields, 1 time 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.
 - Seabreeze and Riverbend high schools continue to practice and have games on soccer 5-8. Painted weekly and prepped daily.
 - Removed all goals off soccer 1-3, 9 & 10 for spraying and over seeding.
 - Over seeded soccer 1-3, 9 & 10. All those fields now closed.
 - Over seeded Nova 1-5 and SONC. All those fields now closed.
 - Prepping the pitching mounds on baseball 1-3, in preparation of umpire school in Jan.
 - Began spraying fence lines and curbs to control weeds.
- 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 was held on Sunday from 10:00am to 2:00pm
- Performing Arts Center
 - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday: Show Club held regular classes. CMT held regular classes
 - Tuesday: Show Club held regular classes. CMT held regular classes.
 - Wednesday: Show Club held regular classes. CMT held regular classes.
 - Thursday: Show Club held regular classes. CMT held regular classes.
 - Friday: CMT held regular classes.
 - The Performing Arts Center is preparing to host the following events:
 - Christmas With The Crooners, Friday 7:00pm to 9:30pm
 - The Reflections, Sunday, 3:00pm to 5:30pm
- South Ormond Neighborhood Center
 - Splash Pad (Closed until March 15th)
 - Ball field (Closed Dec. 5th through Jan. 5th)
 - Youth Basketball practice (Monday through Friday 5:30-8:30pm)
 - Fitness room open (center hours)
 - Open gym (1pm thru 5 pm weekdays/center hours weekends)

- Jazzercise Monday and Wednesday (5:45- 7:00pm)
- MLK Prayer Breakfast Planning Meeting (6:00pm Tuesday)

- Community Events
 - Weekly administrative tasks, office work, meetings and activities.
 - Preparations for the Home for the Holidays Parade, Sat., December 14th
 - Attended Home for the Holidays committee meeting
 - Began training of new employee for Community Events Technician position
 - Letters to Santa being answered and mailed
 - Planning activities for the following upcoming events:
 - Holiday Concert
 - Santa on the Go, Santa Calling
 - Breakfast with Santa

- Gymnastics
 - Dec/Jan session is in place now that the coordinator is back from being out due to injury.
 - Interviews took place this week to hire a part time coach to fill one of the two vacant part time staff positions.
 - Staff is looking into ways to restructure some of the classes to increase participation.
 - New signage for the building is being planned to make the gymnastics center more visible to the public and as a way to advertise the center.

- Nova Community Center and Special Populations
 - FitGyms conducted their personal training and tennis lessons.
 - Cash reports were completed and submitted each day for rentals and open play passes that were purchased.
 - Open play took place various times during the week for those who participated in basketball, pickleball, ping pong, the game room and the exercise room.
 - Play Unplugged is being offered for children ages 4-10 from 3:00-5:00pm every day.
 - Adult Jazzercise and 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, met for their final practice on Tuesday. We had a small pizza party and awards were given.
 - The Basketball Training League continued to meet for its "Learn the Basics of Basketball" program on Mondays and Wednesdays.
 - The Boys' Basketball Youth League started with their first games of the season on Monday. The season will continue until February.
 - The Girls' Basketball Youth League continued with their practice on Monday and Wednesday from 6:00-9:00pm.
 - The Elks Club Hoop Shoot took place on Saturday from 9:00-10:30am.
 - The Snowflake Dance for those with special needs will take place on Friday from 6:00-8:00pm.

- The Casements
 - Classes met this week including Pilates and Yoga.
 - Tours continued from 10am to 3:30pm Monday through Friday.
 - The Ormond Beach Baptist Church met at Bailey Riverbridge on Sunday morning.
 - The Ormond Beach Art Guild is exhibiting in The Gallery this week.
 - The Casements Guild held their Board meeting in Room 203 on Monday morning.
 - A guided tour was given to the Seaside Manor group on Monday afternoon.
 - The Tomoka Poets and Ormond Main Street held an Arts District holiday party in The Gallery on Tuesday evening.
 - A Red Hats group tour was given on Wednesday afternoon.
 - New Smyrna Beach Middle School had a tour on Thursday morning.

- A group tour for Oasis group was given on Thursday morning.
- A rehearsal dinner was set up at Bailey Riverbridge on Thursday afternoon
- The Casements Camera Club held their Christmas party in The Gallery on Thursday evening.
- A wedding rehearsal was held in Ormond Memorial Art Gardens on Friday night.
- Movies on the Halifax will be held in Rockefeller Gardens this evening.
- A rehearsal dinner will be held in Bailey Riverbridge this evening.

- Parks Maintenance
 - Cleaned up broken glass and litter after event at Rockefeller gardens
 - Removed graffiti from picnic table at Riviera Park
 - Removed old parking stops from parking lot at Riviera Park
 - Installed seven new trash cans at Andy Romano Beachfront Park
 - Bleached and cleaned pavers by the splash pad at Andy Romano Beachfront Park
 - Assisted with Christmas tree set up in atrium at city hall
 - Installed new Christmas wreath at Andy Romano Beachfront Park
 - Chauffeured dignitaries to Pinellas County for homeless population workshop
 - Pressure cleaned boat ramps at Cassen Park
 - Installed 125 yards of mulch in low areas at the magic forest
 - Citywide safety inspections of parks and equipment.
 - Weekly inspections of park facilities for reservations
 - Call Out = Repair water cooler at Cassen Park

- Building Maintenance
 - Weekly Inspection of Airfield Runway, Taxiway lighting and directional signage Daily PM of City Vehicles and equipment as necessary
 - Performing Preventative maintenance on 15 air conditioning systems City Wide
 - Set up holiday tree in the city hall atrium
 - Safety inspection on 14 electronic gates city wide
 - Pick up spare drive belt for #2 RTU @ PAC
 - Escorted contractor to Pump motors for diagnostic procedure city hall
 - Repair chair bottom in commission chambers
 - Performed safety inspection for Tuesday commission meeting
 - Portal 10 stuck in open position at airport
 - Pour concrete base on pedestal with reflector Portal 10 at airport
 - Hung two brackets for brooms in pistol range
 - Checked or changed water filters on 16 City owned ice machines city wide
 - Trouble shoot in N.I.D. Manager's office, no heat
 - Repaired lights at Memorial Gardens
 - Repaired lights at Fire Station 91
 - Repair lights at entrance of Forest Hills
 - Replace sign lights at Bailey's
 - Reset light timer Andy Romano Beachfront Park
 - Reset building light timer at PAC
 - Repaired lights at City Hall
 - Replaced emergency lights at Nova Gym
 - Reset tennis court light timer at Nova
 - Replaced the clock in the Commission Chambers
 - Repaired snowflakes for Granada Bridge
 - Replaced broken sink outside men's room at Ames
 - Picked up plumbing parts at supply house
 - Reset garland on Granada Bridge light poles
 - Marked sponsor board area at City Hall

- Repaired fountain pump at PAC
- Closed Andy Romano Beachfront Park Splash Pad and drained filter tank
- Walked through PAC to determine possible sewer gas leak
- Put up Christmas tree at City Hall plaza
- Weekly inspection of the Water Wheel and sump pumps at The Casements
- Weekly maintenance of fountains at PAC, Bailey's, Arroyo, Riviera, Hospital Park, Fortunato, and City Hall
- Weekly inspection of Andy Romano Beachfront Park and SONC Splash Pads
- Prepare maintenance invoices and receipts for City facilities

Police Department

Administrative Services

- Annual firearm qualifications completed.
- Attended weekly Departmental and City Manager Department Head staff meetings.
- Attended Bike Week 2014 planning meeting in Daytona Beach.
- Annual Evidence Room full audit and inventory completed with 100% compliance.

Community Outreach

- The last Science on Patrol at Ormond Beach Elementary was held on December 5th. Ten students participated in the program.
- Toys have been delivered to Ms. Debbie Albert to wrap for the annual Holiday Party to be held at the South Ormond Neighborhood Center December 18th from 5:30 – 8:00PM.
- YDC youth participated as host for the State of Florida Association of Police Athletic Leagues annual Cheerleading Competition.
- Coach Avery Randolph served as the emcee for the State of Florida Association of Police Athletic Leagues annual Cheerleading Competition.

Community Services & Animal Control

- Animal Calls: 75
- Animal Bites: 2
- Animal Reports: 7
- Animals to Halifax Humane: 25 (13 Cats, 10 Kittens, 2 Dogs)
- Trap Neuter Release: 4
- Kittens Fostered: 2
- Traps Issued: 4
- Returned to Second Chance Rescue: 1 Cat
- Injured Wildlife: 2

Criminal Investigations

- Cases Assigned: 30
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 8
- Inactive: 5
- Fraud: 3
- Burglary Business: 0
- Burglary Residential: 8
- Larceny Car break: 7
- Grand Theft: 6
- Auto Theft: 1
- Offense Against Family/DCF Reports: 0
- Missing Persons: 1
- Recovered Missing Persons: 0

- Sex Offense/Rape: 1
- Robbery: 0
- Assaults: 0
- Police Information: 1
- Death Undetermined: 1
- Suicide: 1

Narcotics

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

Comments:

- Burglary, Fernway Drive, Investigators identified W/M suspect, Warrant obtained and suspect arrested.
- Burglary, Military Blvd. Investigators identified W/M suspect, Warrant obtained and suspect arrested.

Records

- Walk - Ins / Window 76
- Phone Calls 190
- Arrest / NTA'S 17
- Citations Issued 72
- Citations Entered 143
- Reports Generated 137
- Reports Entered 134
- Mail / Faxes / Request 29

Patrol

- Total Calls 1,697
- Total Traffic Stops 151

Operations

Crime Opportunity Report Forms: 101

- 12/04/2013
 - DUI Arrest, Nova Road and Shadow Lakes Boulevard, suspect arrested.
 - Battery-Domestic Violence, 350 Grove Street, suspect arrested.
- 12/05/2013
 - Battery-Domestic Violence, 10 South Nova Road. (Rivergate Plaza), suspect arrested.
 - Burglary (Residential), 10 Dartmouth Trace, during the day the house was ransacked, several items taken.
 - Warrant Arrest, 1521 West Granada Boulevard (Wal-Mart), suspect arrested.
 - Auto Theft, 718 Santa Fe Avenue, victim took his vehicle to a known subject to have it worked on. The friend drove it away from the residence and had it towed. Victim wanted to report the vehicle stolen.
 - Resisting Arrest without Violence Arrest, Riverbeach Drive and South Atlantic Avenue. A drunken transient was contacted and taken into custody under the Meyers Act. Subject then decided to continuously kick at the patrol vehicle window. Subject was pepper sprayed and charged with resisting arrest without violence.
 - DUI Arrest, Lincoln Avenue and North Yonge Street, suspect arrested.
- 12/06/2013
 - Burglary (Residential), 2 Rocky Bluff Drive, entry made after sliding door was broken out.

- Burglary (Residential), 54 Cardinal Drive #B. Victim advised her vehicle was taken from Razzle's. She was advised to contact Daytona Beach Police Department to report her vehicle stolen. Victim also advised someone burglarized her home (not forced) and took a coffee table that belonged to an ex-boyfriend.
- 12/07/2013
 - Felony Battery of a Person over 65 Arrest, 440 North Nova Road. Confrontation between a 68 year old male and a 16 year old male. The older male suffered a chipped a tooth and received some scrapes. The suspect juvenile was arrested.
 - Carbreak, 131 East Lindenwood Circle, Smith & Wesson 9 mm taken from glove box of pickup truck.
 - Burglary (Residential), 128 Squirrel Lane, two vehicles entered, one of which was in the garage. No forced entry. The only thing missing was a garage door opener.
- 12/08/2013
 - Grand Theft, 7 Polar Bear Path, diamond ring taken from within the residence. Possible suspect is the female subject hired to clean the residence.
 - Carbreak, 115 Black Hickory Way, unlocked vehicle. A purse and a Samsung Galaxy tablet were taken.
 - Carbreak, 104 Grey Dapple Way, unlocked vehicle was gone through but nothing reported missing.
 - Carbreak, 88 Hollow Branch Crossing, unlocked vehicle. \$600 Verizon Z-10 Blackberry phone taken.
 - Narcotics Arrest, 5 South Yonge Street, suspect arrested for possession of marijuana under 20 grams.
- 12/09/2013
 - Warrant Arrest, 7 Spanish Pine Way, suspect arrested.
 - Narcotics Arrest, 839 South A1A (Andy Romano Park), male contacted in the park with a small amount of marijuana. Subject arrested.
 - Battery-Domestic Violence, 36 Byron Ellinor Drive #B, suspect arrested.
- 12/10/2013
 - Auto Theft, 30 Whippoorwill Lane, stolen from the driveway.
 - Carbreak, 61 Knollwood Estates Drive, two unlocked vehicles entered. Nothing taken.
 - Carbreak, 65 Knollwood Estates Drive, unlocked vehicle entered, nothing taken.
 - Carbreak, 60 Whippoorwill Lane, unlocked vehicle entered, nothing taken.
 - Carbreak, 45 Whippoorwill Lane, unlocked vehicle entered, nothing taken.
 - Carbreak, 10 Sandpiper Lane, unlocked vehicle entered and musical items taken.
 - Carbreak, 99 Hidden Hills Boulevard, DVD and iPod taken.
 - Auto Theft Recovery, 1000 St. George's Road. (Bermuda Estates), stolen Mustang from Volusia County involved in a carjacking in Daytona was located and recovered.
 - Warrant Arrest, 1275 Gallatin Road, suspect arrested.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart), suspect arrested.
 - Auto Theft, 488 Hollywood Street, keys left in vehicle, stolen out of driveway.
 - Narcotics Arrest, John Anderson Drive and Granada Boulevard, suspect arrested.

Traffic Unit

- Bicycle Crash w/Injury, SR 40 / Clyde Morris Boulevard. Vehicle turning right. Bicyclist was approaching on the right while the vehicle driver was looking left. Vehicle pulled out and struck the bicycle. Minor injuries. At-fault driver cited.
- Hit & Run Crash, 205 East Granada Blvd. Vehicle pulled too far forward into a parking spot, struck a parked vehicle, and left the scene. Driver was located at 44 Jamestown Drive. Charged with careless driving and leaving the scene of a crash.
- Crash w/Injuries, Hand Avenue / Nova Road. Eastbound vehicle with the green light was struck on its right by a northbound vehicle that ran the red light. No severe injuries. At-fault driver cited.

- Stealth Stat deployed on Sandcastle Drive in response to a complaint. 48 hours / 2252 vehicles / average speed 24 MPH.
- Working with Street Division for new sign installation on Hand Avenue.
- Heavy barricade enforcement.
- Click It or Ticket campaign is complete. Results pending.
- Parking enforcement conducted at major holiday shopping areas. One (1) disabled parking placard seized for fraudulent use. Five (5) citations issued.
- Assisted OB Elementary with field trip / crossing roadway.
- Major preparations for the holiday parade. Several VMBs have been acquired and are being programmed. Street Division is handling the preparation of barrels, barricades, etc.
- Traffic Citations 45
- Parking Citations 5
- Crash - No Inj. 11
- Crash - Injury 3
- Crash - Fatal 0
- Selected Traffic Enforcement Patrol (S.T.E.P.) Locations
 - Self-Initiated Enforcement Locations:
 - Granada ICW Bridge
 - Central Park Corridors
 - Division Avenue
 - Fleming Avenue
 - Arroyo Parkway
 - South Kings Road
 - Enforced Complaints:
 - John Anderson Drive Detour
 - Clyde Morris Blvd.
 - Beach Street
 - Fleming Avenue
 - Riverside Drive
 - Division Avenue Detour

Neighborhood Improvement.

Weekly inspection statistics by Commissioner Zones

- Zone 1: 2 Cases Initiated
- Zone 2: 4 Cases initiated
- Zone 3: 3 Cases initiated
- Zone 4: 4 Case initiated
- 51 signs have either been removed or sign cases created.
- 16 tree removal permit requests.
- Administrative staff assisted with two walk-in and thirty-one (31) telephonic inquiries.

Zone 2

- 1) 503 & 513 Lake Bridge Drive – Received a letter from the Lakebridge Property Owners Association, Inc. expressing concern with regard to the deteriorating condition of these two condominium units. The unit at 503 Lake Bridge Drive was under suit of foreclosure by GMAC and at one time by the Lakebridge Property Owners Association. Both cases were voluntarily dismissed. There is no record of foreclosure of the 513 Lake Bridge Drive unit. The association has mowed the property. There is no other evidence of a code violation regarding site maintenance. As pertains to the condition of the structures, the City does not have a standard housing code also known as a property maintenance code that addresses the exterior aesthetics of the structures. The structures were also inspected by the Chief Building Official who determined that the structures were not unsafe. Therefore, the city has no authority to address the deterioration or cosmetics of the structures.

Zone 3

- 1) 19 Iroquois Trail – Received a complaint that this property appears to be vacant and is extremely overgrown. This is a foreclosure property. Staff has not received cooperation from the bank to have the site cleaned. The property was to be sold at auction on November 27th. It appears the property was sold but the new owner has not yet been listed. The City will continue to process an invoice to have the site cleaned.

Public Works

• Engineering

Construction Projects:

- Tymber Creek Phase I – The southbound lane road base is being completed. Met with County inspector to determine forcemain shut down and relocation of existing valve which conflicts with new curbing at the intersection of SR40 and Tymber Creek Road widening. Staff is also working with the County to resolve minor damage done during construction to the traffic control light at the Tymber Creek-River Chase Way intersection.
- John Anderson Drive – The new 16-inch force main from Dormont Drive to Amsden Drive has been installed. The contractor continues to work on the storm improvements at Halifax and John Anderson. Work has also commenced on the widening of Halifax Drive. A road closure notice has been issued for the intersection. While a second crew was installing the storm system at the south end they discovered a 12 foot wide asphalt road 3 feet below ground running parallel with the east side of the existing road. This will require the contractor to remove the road and dispose of the material which was not included in the contract. Staff will be working with the contractor on establishing a cost for this additional work. 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 final asphalt lift was installed and the road is now open. The contractor is completing minor punchlist items and as-builts prior to final acceptance of the project.
- 2-inch Water Main Replacement – Mainland – The installation of the new watermain on Lucerne Circle north is approximately 80% complete. The new watermain along Mill Run Court is approximately 60% complete. Clearance of the completed new watermain on Mayfield Terrace is in progress.
- 2-Inch Waterline Replacement – North Peninsula - Final walkthrough for the remainder of the streets outside City Limits is scheduled for the week of December 9, 2013. Clearance paperwork for Riverbreeze Drive and Plaza Drive has been submitted to the Department of Health is anticipated the week of December 9, 2013. The remainder of mainline work is anticipated to be completed by the end of the week of December 16, 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 –Hammock Lane was paved and the roadway is open to traffic. Off-road work is nearly complete with sidewalk and restoration work. With both Hammock and Hand Avenue open, the contractor has closed Division Avenue to prepare for installation of the culvert crossing there.
- Cassen Fishing Pier and Guardrails Under Bridge – Cassen Dock is 50% complete.

- Wilmette Avenue Bypass Pump Station - JD Weber has requested an update from their suppliers for the sluice gates; it is anticipated that this project will commence in January.
- Downtown Underground Utilities Conversion - The next bi-weekly progress was held on 12/11/2013. The contractor has completed the installation of conduit in Phase 3 and is working on the final phase of primary conduit; Phase 2 as-builts have been approved. The contractor has currently moved into Phase 4 for installation of primary conduit. Shut down of power for power switch over for portions of Phase 3 including the 5/3 Bank is scheduled for Sunday, December 15, 2013. The contractor will complete the switchover of the remaining service connections upon completion of the primary conduit in Phase 4.
- Downtown Median Landscaping – The project is complete.
- 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 – A pre-construction meeting for this project was held Tuesday, December 10, 2013. A project schedule has been requested of the contractor and CEI consultant.
- 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 – Project is complete.

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 revised layout plan is being finalized for discussion with Volusia County and potential design-build consultants.
- Traffic Signal Maintenance (Mast Arm Painting) - The contract for the painting of the mast arms, including the base bid plus alternates, has been finalized and was sent to the consultant for execution.
- 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 quotation to install the banner poles and associated equipment.
- City Welcome Sign – ZCA is working up conceptual drawings for staff review.
- Beach Ramp Beautification – The revised plans have been sent to the County for their permit review.
- Riverside Drive Drainage Improvements – Zev Cohen is working with the survey information provided by Sliger and Associates; they anticipate plans for review by the City for the week of December 16, 2013.
- OBSC Roadway Improvements – This project is currently being advertised for bids. Bids are due January 8th.
- Fiber Optic Network Expansion – The City has had preliminary discussions with FDOT regarding about utilization of the District ITS fiber and permitting of the project. Conceptual plans were transmitted to FDOT on September 18, 2013 in request for a meeting.
- Corrugated Metal Pipe Rehabilitation- Contracts are being executed.
- 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 8, 2013 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 when plan review comments are received.
- Traffic Signal Maintenance (Mast Arm Painting) - The contract for the painting of the mast arms, including the base bid plus alternates, has been finalized and is scheduled to be executed the week of December 9, 2013.
- 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 - After reviewing various proposals to either refurbish the existing wood bench bleachers or completely replace them with a new aluminum bleacher system, staff has determined that replacement with new will be the best route for minimizing long term maintenance and provide a new and improved look inside the gymnasium.
- City Hall Chiller Replacement – A scope of work and cost has been negotiated and a work authorization is being routed through the approval process.
- 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- A scope of work was submitted to continuing consultant contract for proposals to design the Phase 2 mainland watermain replacement project which will include approximately 3 miles of total line replacement over various areas throughout the mainland part of the City.
- 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:

- Magnolia Wall measurement (Weekly).
- Residential SWMP Permits review and filing (Weekly).
- Locate, Scan, Examine, Archive, and Prepare for Storage Non-digitized plans (on going).
- Laurel Oaks Drainage Ditch- The drainage ditch off of Fleming Avenue which drains to the Laurel Oaks pond, which is approximately 130 feet in length, has posed a maintenance challenge for City staff due to embankment erosion. Staff talked to the adjacent home owners about possible solutions to eliminate the problem, of which the residents agreed with staff that extending the outfall pipe and eliminating the short run of ditch is the best solution. Staff has drafted up a construction detail which is being used to request quotes from contractors.
- Reviewed plans and created work in the right-of-way permit for Allwood Green / Clyde Morris Intersection per FPL request.
- Meeting with contractor to discuss SWMP options for proposed residence at 831 N Beach.
- Meeting with land owner of large property along Arroyo Pkwy to discuss developmental concerns regarding stormwater retention and lot grading options.

- Created work in the right of way permit plan sets for water service upgrades at 133 Pierside Dr and 7 Ocean Breeze per Utilities Div request.
- Updated exhibit drawing for the proposed Sports Complex Paving Project.
- Tree locate at 15 Iroquois Trl per NID request.
- Created plan set for proposed sidewalk construction along Bermuda Estates Dr.
- Updated 550 Williamson Annexation sketch and legal description.
- Began creating standardized drawing template for AutoCAD 2014 platform.

- Environment Management

- Street Maintenance

- Asphalt / Concrete

- Christmas parade prep at the Public Works Complex
- Removed form boards on SR40
- Concrete repair for the Water Dept. at 37 Juniper Dr.
- Delivered poinsettias to various citywide locations
- Put up banners on the Granada Bridge
- Attended LEAPS training

- 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
- Cleared brush at various ROW (Right-of-Way) locations
- Cleaned up trees at Well 5B on Division Ave.
- Removed trees at 473 Hammock Ln., and on Cedar between Ormond Pkwy and Seminole Ave.
- Trimmed trees on Oceanshore Blvd, and various other locations on the parade route
- Christmas parade prep at the Public Works Complex

- 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
- Finished changing out banners on the Granada Bridge
- Changed out banners to "Happy Holidays" on SR40 (Streetscape)
- Delivered poinsettias to various citywide locations
- Christmas parade prep at the Public Works Complex

- 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
- Sign Shop, fabricated second set of 911 emergency signs and parade route signs
- Public Works Complex, Christmas parade prep
- Pineland Trl. and Ormond Green, checked out stop signs
- ATC College on Williamson, attended LEAPS training

Stormwater Maintenance
Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected
- Various Locations – ditch & pond inspections, sprayed FDOT (Florida Department of Transportation), SR40 and Nova Rd. ponds, delivered poinsettias, and weed eating on SR40
- Public Works Complex – cleaned vehicles and shop
- John Anderson Dr. – worked with Engineering on grates

Vactor

- Basin cleaning – On Seville, on Buena Vista, on S. Ridgewood, and on Seton Trl.
- Mud & pipe repair – on Saddle Creek in South 40

Mowing

- Reachout Mowing – Hammock Ln
- Slope Mower – on SR40

Street Sweeping/Streetsweeper

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

- Fleet

Mileage Traveled by all City Departments for the week
26,048

PM Services completed for the week:

Emergency—Vehicles and Equipment

13

Non-Emergency Vehicles and Equipment

11

Road Calls for the week:

1

Quick Fleet Facts:

- Fleet has gallons of 7,876 unleaded and 10,117 gallons of diesel fuel on hand.
- Fuel Used in one week: 2,349 gallons of unleaded and 757 gallons of diesel.
- Fleet completed 52 work orders this week.

- Utilities

- Backflow Prevention Device Testing, Certification and Repair Services – Draft bid documents are under review.
- Carousel Grit Removal – Vendor scheduled to begin work December 16.
- Concentrate Piping Connection to Reuse Storage Tank – Addendum #1 was prepared to address contractor questions received at the pre-bid meeting. Bid receipt date is December 17.
- Division Avenue Well Field Raw Water Piping – Survey performed from Division Ave. to the water/sanitary connection within Park Place West.
- Cross Connection Control (CCC) Program Management Services – agenda packet is being prepared for review of scope by CC scheduled for January 2014 meeting. Specifications were revised to address staff comments.

- Dual Check Valve Assembly Installation and Procurement Services – Incorporated staff comments into the specification for final review. Submitted Bid Request Approval forms to Finance Department.
- 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 – Staff refined scope of work for Priority 2 project for receipt of proposals from selected design firms. Mainland: The new watermain along Mayfield Terrace passed the pressure test and is in the process of being cleared for service. North Peninsula: Final walk through for the remainder of the streets outside city limits is scheduled for the week of December 9, 2013. Clearance for Riverbreeze Drive & Plaza Drive has been received by Department of Health. South Peninsula: Testing of water mains installed on Riverside Drive and Marvin Drive is underway.
- Ormond Beach Wastewater Plant Operating Permit Renewal – consultant proposal was reviewed. Requested proposal for preparation of an updated plant Operation and Maintenance (O&M) manual. A meeting with the consultant is scheduled to review (O&M) options.
- 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. Repaired motor for Pump #3 was installed on December 10th.
- Ormond Beach Wastewater Treatment Plant Expansion – Vendors were notified for preparing installation schedules.
- Ocean Breeze Circle – County ROW permit applications for a water service line replacement at #7 were executed. Modified drawings based upon verification of field data.
- Pierside Drive - Sent County ROW permit applications for a water service line replacement at #133 to Engineering Division for processing. Drawings for the permit application are being prepared.
- John Anderson Drive Project – A few residential service lines were discovered connected to hydrant lines. These connections were removed and newly installed service lines were connected directly to the main.
- Rima Wells Auxiliary Power Generator – Electrical schematics for 75% design were received for review. A layout of the proposed floor plan was requested from the mechanical designer for exhaust considerations.
- Saddler's Run Lift Station Rehabilitation – Force main modeling is completed for determining pump size characteristics.
- Sanitary Sewer Pipeline Repair – Contract documents are being prepared and the preconstruction meeting will be scheduled.
- SR 40 from Tymber Creek Road to Perrot Resurfacing – A portion of the project is being redesigned for a sidewalk connection at Bermuda Estates. Start date was postponed by FDOT until plan redesign is completed.
- Town Square, 4M1, 9M and Wal-Mart Lift Station Rehabilitation –Contact information for Towne Square was given to the contractor for notification of pending construction activity.
- Tymber Creek Road Phase 1 Utility Relocation Project – A force main valve is located in the position of the proposed curbing and needs to be relocated. Prices are being obtained.
- Water Storage Tank Cleaning and Inspection – The vendor is preparing a schedule for beginning the cleaning early next year.
- Well 18SR Motor Replacement – Work is scheduled on 12/18/13.
- SPRC – OBSC Field House – Building plans for water and sewer connection to the field house are being reviewed. Ormond Ocean Gardens – FDOT permit applications were processed and sent to the design engineer. Sunoco 3 N. Yonge St. – Certificate of Occupancy was issued. Sunoco 1546 W. Granada – Project is under construction. SR Perrott– Legal Department is preparing the easement. Tomoka Christian Church –

Additional cleaning and televising a portion of the sanitary sewer main is required. Preliminary as-built drawings were received for review. 1298 W. Granada – Sent main as-built force main drawings and pressures for the designer to use for site development. The Canopy – 940 Arroyo Parkway, Received plans for review. Ormond Crossings – Discussed bridge cross section information and utility ramifications in regards to RR crossing.

- Water Distribution
 - Replaced 6 water services due to age of piping and low pressure
 - Repaired/replaced 6 meter boxes and 27 broken/unreadable water meters
 - Responded to or repaired 18 water service leaks
 - Installed 2 new water service connections at residential properties
 - Upgraded 2 water services from ¾" to 1" on Windward Cir.
 - Responded to 5 low water pressure and 3 discolored water complaints
 - Performed 7 device tests/ 1 repair/ installed 25 freeze covers on city owned backflow prevention devices.
 - Installed a dual check valve at 47 Azalea Dr due to thermal expansion
 - Assisted 6 customers with misc. water issues (i.e. stiff valves, leaks, etc.)
 - Performed 2 water service disconnects due to a building demolition.
 - Performed maintenance on 16 city owned fire hydrants
 - Replaced fire hydrant at 42 Rivershore Dr.
 - Performed scheduled valve maintenance and exercising on 16 valves on Water Base Map Book - Area A3. Installed valve box risers and concrete collars around 8 valve boxes.
 - Water main Repairs: 6" N. Yonge St. - leaking coupling
 - Reconnected 5 water services from the 8" to the 12" water main on John Anderson Drive to facilitate future utility installation.
 - Performed main shut down on John Anderson Dr for Masci Construction.
 - Performed testing on 3 each - 2" commercial water meters, all accurate.
 - Performed flushing activities on N. Yonge St, Orchard Lane, and John Anderson Dr. Repaired the flushing device at 323 Oak Dr.
 - Performed water main research for Ocean Breeze and Pierside Drives to assist procurement of Volusia County Use Permit for service replacement.
 - Built two fire hydrant meters and backflows for Finance Department
 - Rescinded the boil water on John Anderson Dr
 - Utility locate service for Water/wastewater/reuse: received notice of 99 regular and 6 emergency utility locates for the previous week. Continued ongoing locating for Tymber Creek Rd, John Anderson Dr, and 2" water main replacement projects.
 - Continued locate assistance with the burying of overhead utilities on Granada Blvd and adjacent areas.
- Water Treatment
 - Delivered 35.536 million gallons for week ending Dec. 8, 2013 (5.08 MGD)
 - Backwashed 11 filters for a total of 436,000 gallons backwash water.
 - Produced and hauled 54 wet tons of dewatered sludge.
 - Operated north & south plant generators under full load for routine PM.
 - Sampled, tested and cleared one boiled water notice.
- Wastewater Treatment
 - Domestic and Industrial Wastewater flow was 26.48 Million Gallons.
 - Produced 20.01 Million Gallons of Reuse.
 - Produced 6.47 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 3.78 MGD, plant designed for 8 MGD.
 - Hauled tons of sludge 84.86 (14%-18% Solids).

- Wastewater Collection – Reuse
 - Crews responded to four trouble calls Breakaway/Hunters Ridge PEP System service area and two in town.
 - Televised 4, cleaned 8 & root inhibitor applied on 3 sewer laterals.
 - Completed four inch sewer service repair @ 25 Manderly Lane.
 - Adjusted manhole to grade @ 146 S. Atlantic Ave.
 - Disconnected sewer service @ 398 Triton Rd.
 - Repaired one inch reuse service line @ 33 Shadow Creek.
 - Checked force main pressure on Ocean Shore Blvd.: Spanish Waters @ 10 psi, Ocean Mist Hotel @ 8 psi, Ormond Mall @ 8 psi.
 - Repaired 1.25 inch sewer service @ 33 Shadow Creek.
 - Installed new PEP System/ tank @ 25 Foxfield Look.
 - Low pressure sewer gauge readings: Westland Run (2 inch) 8/9 psi, Foxhunters Flat (2 inch) 8/8 psi & Shadow Creek Blvd. (4 inch) 4/3 psi.

- Utilities Maintenance Division
Wastewater Plant – Lift Stations
 - 4P L.S. – add existing high level float to PLC for backup high level alarm.
 - Breakaway Trails lift station – PHF fault on soft starter No. 2 - Xylem Tech support determined corrosion of probe – tested probe and determined that it is not completely functional – Probe to be replaced under 10 year parts warranty – control cabinet is extremely corroded from gases that are present causing premature failure of some components – will monitor.
 - BAT RPS – troubleshoot tank #1 level transducer – transducer terminal points on PLC not reading – replaced PLC card – functioning properly.
 - Shadow Crossings Reuse station – fire pump running and tank level noted at 6ft. – rebooted controller and reset fire pump – will monitor.
 - 6M L.S. – Xylem installed reconditioned controller – system will only operate with VFD's in bypass – Xylem continuing to program controller.
 - Forrest Quest – support FPL Scheduled outage.
 - SCADA monitor/response: 4M – Checked station for run time discrepancy – pump #1 soft start tripped on control voltage fault – reset soft start and monitored - OK; Sandy Oaks L.S. – no run time pump #2 – reset soft start – all ok; Laurel Oaks L.S. – Phase voltage loss – power restored upon arrival at station – all ok; MAC L.S. – pump not turning off – controller was reset – will monitor; Towne Square L.S. – pump #1 motor starter tripped – cleaned motor lead connections – verified trip settings – will 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: Influent odor control; Digester Blowers #1, #2, #3; Screw pumps #1, #2, #3; Swing Zone Blowers #1, #2.
 - Quarterly PM'S: Tele valves
 - Semi Annual PM's: Universal Blower Packs – assisted vendor as part of extended warranty.
 - Lift station PM's: 16 monthly and 1 annual performed.
 - Plant wide oil & grease route
 - 57 work orders completed and closed for this section for this week.

Water Plant - Well Fields - Booster Stations

- Well 30H – start command unread – cleaned start relay - tested – all ok.
- Lime Thickener - replaced VFD with reconditioned motor starter – relocated VFD to chlorine pumps.
- Claricones – fabricate new valve wrenches for operators
- High Service Pump #2 – removed pump motor – awaiting P.O. for replacement pump.

- Assisted operators with resetting equipment plant-wide after generator run.
- Breakaway Tails Reuse – pump #1 discharge valve leaking – tightened packing nuts – all ok.
- Well 18SR – Chelsea Place Entrance / SR 40 - met with Bryson Cranes to coordinate well pump replacement – scheduled for 12/18/13
- Cone #2 – replaced bolts on hatch.
- Monthly PM's – BAT Reuse pumps; Lime clear well pumps #1, #2; High service pumps #1, #3; OB/Daytona & OB/Holly Hill interconnects
- Wastewater Collection/ Treatment/ Disposal Regulatory Activities
 - Pretreatment Effluent Pumping System (PEP) Brochures: Staff revising current PEP System brochure to reflect current policies and procedures. A contract printer has prepared first draft for review by Utility staff.
 - Annual Reuse Report: Staff gathering necessary data to complete report to the FDEP and St. Johns WMD. The report summarizes the volumes of reuse water utilized for customer irrigation (golf course and residential) and volume discharged to surface water (Halifax River).
 - Waste Water Treatment Facility Analysis Reduction: In accordance with the City's WWTF permit (FL0020532), the City may request a reduction in frequency of the bioassay analysis from quarterly to semiannually upon confirmation of four consecutive compliant bioassay analyses, which has been achieved. Staff compiling information for submittal 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. Review findings indicate all results to be in compliance and the quarterly report may now be produced.
 - Industrial Pretreatment Program (IPP): Issued an inspection letter to IPP permittee outlining inspection findings and to include additional feedback regarding inquiry made by the permittee.
- 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.
 - Backflow Prevention Compliance: Staff is preparing a bid to secure the backflow prevention devices for installation on residential properties with reuse service which are lacking the device. Simultaneously, staff is preparing a bid to establish a contractor to both test and repair backflow devices on commercial accounts who have neglected to respond to compliance requests from the City. City Ordinance requires BF devices to be tested and certified annually.

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
- Two staff members attended LEAPS Training "Creating and Maintaining an Inclusive Workplace"
- Staff attended Audience Polling System training on December 10, 2013

- Staff attended and provided support for December 11, 2013, Pension Boards Meeting
- Agenda packet preparation and creation for January 8, 2014, City Commission Meeting

Status of Department Projects

- Audience Polling System
 - Project Status: User training held on December 10, 2013
- Records Management System Upgrade
 - Project Status:
 - Continuing to review file conversion and correct any defective file conversions